

# **Pioneer Production Services, INC**

## **Safety and Environmental Management System Manual**

### **Section 1**



### **Leadership and Commitment**

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**Title: 1.1 Purpose and Applicability**

This Safety and Environmental Management System Manual has been provided as a safety guide for PIONEER PRODUCTION SERVICES, INC employees. The management of PIONEER PRODUCTION SERVICES, INC is committed to implementing an effective safety program throughout its operations. In matters of safety and pollution prevention, it is the commitment, competence, and motivation of individuals at all levels that determines the end result.

The PIONEER PRODUCTION SERVICES, INC Safety and Environmental Management System Manual defines preferred policies, procedures, guidelines, reports, forms, and reference documents necessary for compliance with customer, company and regulatory requirements (OSHA, API, USCG, etc), as applicable. A copy of this manual will be maintained at each PIONEER PRODUCTION SERVICES, INC facility and it shall be made available to all employees/contractors to be reviewed at safety meetings and at other times when employee/contractors prepare to perform work tasks.



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**Title: 1.2 Mission Statement**

It is the policy of PIONEER PRODUCTION SERVICES, INC to provide each and every one of our employees with a safe and healthful working environment. In working toward this goal, continued emphasis will be placed upon accident prevention, employee awareness, and health protection.

Employees at all levels of the workforce shall make job safety a priority in all of their operations. The safety rules, policies, and guidelines of PIONEER PRODUCTION SERVICES, INC shall be followed at all times. Additionally, applicable safety rules and regulations local, state, client, and federal authorities must be followed.

Each employee has the duty and responsibility to work in a manner which will minimize the likelihood of accidents. Everyone must work together to obtain the common goal of accident prevention. Exercising common sense and reasonable care can prevent most accidents.



**Title: 1.3 Health, Safety and Environmental Policy**

PIONEER PRODUCTION SERVICES, INC is committed to providing the best possible working conditions for all of our employees. To accomplish this, the Company will comply with all current occupational health, safety and environmental regulations and develop the best operations, procedures and policies to provide such conditions.

The safety and health of our employees and the protection of the environment is our Company's greatest responsibility. PIONEER PRODUCTION SERVICES, INC considers this responsibility to be part of every employee's performance. The basic responsibility for employee health and safety rests with the individual. It is a condition of employment for all employees to conduct their work in a safe and healthful manner.

Supervisors must be accountable for the safety and health of themselves, in addition to the people and equipment that they supervise or manage, and the impact which they may have on the environment. Individual and team contribution to health, safety and environmental protection shall be considered essential job performance criteria for all employees.

Everyone's commitment and contribution will be required in order to maintain the high standard of integrity established by this policy. Management must promote that safety as good business. The good judgment and common sense of the people who work for the Company are needed to assure that their safety efforts add value.

PIONEER PRODUCTION SERVICES, INC is committed to assuring the safety of its operations. All employees, PIONEER PRODUCTION SERVICES, INC, and contractors, regardless of rank or position should be willing and feels free to stop any job when safety concerns and doubts arise. Work shall commence once the safety of the operation can be assured. We, as leaders, must continually promote and reinforce this ethic by setting the example and making our expectations well known.





**Title: 1.4 Drug and Alcohol Policy**

POLICY STATEMENT:

PIONEER PRODUCTION SERVICES, INC prohibits all individuals under its direction, including employees and contractors, from possessing, using, or being under the influence of illegal drugs or alcoholic beverages, at any office or other work location of PIONEER PRODUCTION SERVICES, INC. These sites shall include subsidiary or affiliated companies or any other facilities furnished by PIONEER PRODUCTION SERVICES, INC or its customers.

The possession of firearms, explosives, or weapons on the premises or properties of PIONEER PRODUCTION SERVICES, INC, customers, or third parties is strictly prohibited. For the enforcement of this policy, premises and properties will include all vehicles and other means of transportation under the control or direction of PIONEER PRODUCTION SERVICES, INC.

Additionally, all applicants, employees, and contractors will be required, as a condition of employment or contract, to submit to requested drug and/or alcohol testing from time to time. Such testing will be performed in accordance with this policy and within the requirements of Federal laws and regulations.

FEDERAL POLICIES AND STATUTES:

Certain Federal statutes require PIONEER PRODUCTION SERVICES, INC to implement a drug-testing program for those of our employees who are covered under statutes and regulations mandating drug testing for our industry. These regulations include provisions for drug testing prior to employment, periodic testing, random testing, post-accident testing, and testing based upon “reasonable cause”.

In addition, PIONEER PRODUCTION SERVICES, INC reserves the right to continue to enforce the provisions of its substance abuse policy. In many instances, this may mean that PIONEER PRODUCTION SERVICES, INC will require additional drug testing as a means of



**Title: 1.4 Drug and Alcohol Policy**

meeting the requirements of some of our customers to whom we are contracted.

49 CFR, Part 40 and 49 CFR, Part 199 applicable to regulatory testing procedures and requirements are attached to this policy and will become, by reference, part of PIONEER PRODUCTION SERVICES, INC policy in all parts that may be applicable to compliance with regulatory testing.

ENFORCEMENT OF THIS POLICY:

It is a condition of employment that every employee complies with this policy for his or her own safety, the safety of other employees, the public, and for the good of PIONEER PRODUCTION SERVICES, INC. However, in order to ensure compliance with this policy, PIONEER PRODUCTION SERVICES, INC will, from time to time, take one or more of the following steps:

1. Searches of PIONEER PRODUCTION SERVICES, INC premises and properties, including employees and others on premises. Searches may include personal effects and vehicles of such persons when on PIONEER PRODUCTION SERVICES, INC property.
2. Confiscation of prohibited items and substances, and where appropriate, delivery of such items to law enforcement authorities.
3. Urine drug tests, breath tests, and other investigative examinations of persons involved in accidents, and other drug and alcohol testing set forth in the PIONEER PRODUCTION SERVICES, INC Substance Abuse Plan.

PROHIBITED ITEMS AND SUBSTANCES:

Any employee found in possession of or using, manufacturing, distributing or dispensing any of the items or substances prohibited by this policy shall be removed from PIONEER



**Title: 1.4 Drug and Alcohol Policy**

PRODUCTION SERVICES, INC premises and shall be subject to disciplinary action up to and including termination of employment.

**FAILING A DRUG TEST:**

Any employee who, failing a drug test, as a result of testing or other medical examination, is found to have identifiable traces of a prohibited drug or substance in his or her system, regardless of the time or place in which this condition came about, will be considered in violation of this policy, will be removed from PIONEER PRODUCTION SERVICES, INC premises or the premises of a PIONEER PRODUCTION SERVICES, INC customer, and will be subject to disciplinary action up to and including termination of employment.

Any applicant seeking employment with PIONEER PRODUCTION SERVICES, INC, and who fails a pre-employment drug test, shall not be allowed to re-apply for a period of twelve (12 months following the date of initial application.)

**REFUSAL TO COMPLY:**

Any employee, who refuses to comply with a search or test, or otherwise cooperate with an investigation, will be subject to removal from PIONEER PRODUCTION SERVICES, INC premises and discharged. Cooperation is a condition of employment, and a refusal to be tested upon request shall be treated the same as a positive test result.

**REPORTING TO WORK “UNDER THE INFLUENCE”:**

Any employee who reports to work under the influence of a prohibited drug or alcoholic beverage will be subject to removal from PIONEER PRODUCTION SERVICES, INC premises and discharged. “Under the Influence” means having any detectable trace of a prohibited substance in an employee’s system or a blood alcohol content (BAC of .04% or higher. It is a condition of employment that all employees report for duty, at all times, in an unimpaired



**Title: 1.4 Drug and Alcohol Policy**

condition (fit for duty) and not “under the influence”.

CONTRACTOR EMPLOYEE AND THIRD PARTIES:

All contractors, employees, or third parties on PIONEER PRODUCTION SERVICES, INC premises will be subject to applicable portions of this policy. Any such individuals found in violation of an applicable portion of this policy will be subject to removal from PIONEER PRODUCTION SERVICES, INC premises and the responsible contractor official or vendor will be notified that this individual is barred from coming onto PIONEER PRODUCTION SERVICES, INC premises or being assigned in any way to PIONEER PRODUCTION SERVICES, INC.

PIONEER PRODUCTION SERVICES, INC CUSTOMERS AND CLIENTS:

Any PIONEER PRODUCTION SERVICES, INC employee, who is found to be in violation of this policy, will likewise, be barred from going onto the premises of any PIONEER PRODUCTION SERVICES, INC location or the premises of any PIONEER PRODUCTION SERVICES, INC customers or client, for the purpose of being assigned duties there.

ADMINISTRATION OF THIS POLICY:

PIONEER PRODUCTION SERVICES, INC Management is responsible for the Administration of this policy; however, the coordination, implementation, and enforcement of this policy may be delegated to other PIONEER PRODUCTION SERVICES, INC officials and supervisors.

SUBSTANCE ABUSE POLICY

PIONEER PRODUCTION SERVICES, INC strictly forbids the use of mood altering substances by employees while on the job. This includes the property of PIONEER PRODUCTION SERVICES, INC, any of its customers, and any transportation to or from the job site.



**Title: 1.4 Drug and Alcohol Policy**

Any employee showing up at PIONEER PRODUCTION SERVICES, INC facilities or job site who appears to be under the influence of mood altering substances will be in violation of safe work practices and will be subject to disciplinary action, including possible termination.

All employees are subject to a search of their personal property while on company facilities or a job site.

Employees injured at work will be required to take a drug screen. Also, random drug testing has been implemented. Any employee that refuses or fails the random drug test will be terminated.

## **PROGRESSIVE DISCIPLINE POLICY**

PIONEER PRODUCTION SERVICES, INC has the exclusive right to administer appropriate disciplinary action, including discharge, to employees for just or proper cause. Generally, a documented progressive discipline approach is indicated whenever a policy or procedure, work rule, or safety violation occurs.

### **A. PROGRESSIVE DISCIPLINE APPROACH**

1. A typical progressive discipline approach includes the following action levels:

#### **Verbal warning:**

Documented in writing, by supervisor or location manager, but administered in an informal setting. Documentation should include the nature of the violation and the measures to be taken by the employee to rectify the violation. The documentation is placed in employee's personnel file.

#### **Written warning: Letter of reprimand**

Documented in writing by the location supervisor or manager with the original given to the employee and a copy placed in the employee's personnel file. Documentation should include the nature of the violation, measures to be taken by the employee to rectify the violation and the consequences of another violation.

#### **Suspension:**

Either days away from work without pay or a temporary reassignment with or without a corresponding pay reduction. Documented in writing by the location supervisor or manager and placed in employee's personnel file. Documentation should include the nature of the violation, measures to be taken by the employee to rectify the violation and the consequences of another violation.



**Title: 1.5 Progressive Discipline Policy**

**Discharge:**

Documented in writing, signed by location supervisor or manager and placed in employee's personnel file. The documentation should include a narrative of the violation and the reason for discharge.

2. All levels of disciplinary action short of discharge must include counseling and retraining with a clear goal in mind of FAVORABLY modifying the offending employee's future behavior.

**B. STEP DISCIPLINE**

The step discipline approach should never preclude decisive action. When necessary, in cases involving immediate threat to life, limb, or property, significant increases in employee risk (such as poor Motor Vehicle Record or repeated violation of safety rules), or in cases where customer relations, public relations, other employees or PIONEER PRODUCTION SERVICES, INC itself is threatened by the offending employee's actions or omissions.

1. The following are examples of just cause for discharge (this list is not all inclusive):
  - a. Unsatisfactory job performance.
  - b. Falsification of time-keeping records.
  - c. Falsification of business expense account records.
  - d. Insubordination or other disrespectful conduct to supervisors and/or customers.
  - e. Excessive absenteeism with or without notice.
  - f. Reporting late for work or excessive lateness, which interferes with job performance.
  - g. Disregard of safety rules or practices. Examples (not limited to)
    - i. Not wearing hardhat as required.
    - ii. Not wearing safety glasses as required.



**Title: 1.5 Progressive Discipline Policy**

- iii. Not wearing steel toe shoes as required.
- h. Fighting, horseplay, or other disruptive activities on Company premises or while on duty.
- i. Refusal or failure to perform assigned work or to comply with written or verbal instructions of the supervisor.
- j. Violation of PIONEER PRODUCTION SERVICES, INC Substance Abuse Policy and/or related safety rules.
- k. Unauthorized possession of weapons, explosives, alcoholic beverages, drugs and/or other items deemed contraband are not allowed offshore, on company premises, in company vehicles, and/or customer property, premises or plants.
- l. Theft, misappropriation, or deliberate damage of a fellow employee, PIONEER PRODUCTION SERVICES, INC, and/or customer's property or equipment.
- m. Misrepresentation or other fraudulent action relative To PIONEER PRODUCTION SERVICES, INC Benefits plans (i.e., group health, worker compensation, disability leave, vacation, etc.).
- n. Misuse or removal without proper authorization of employee or customer lists, blue prints or models, Company records, Company training materials, or any confidential Company information.
- o. Unauthorized disclosure of business information, transactions, plans, or other confidential Information.
- p. Neglect of duty (including leaving job or duty assignment without just cause or permission or sleeping on duty).

**C. MANAGEMENT/SUPERVISOR REVIEWS**

Periodic evaluations (minimum annually) will be conducted, documented and used as an integral part of our performance review systems. These reviews will take into consideration both company as well as departmental goals and objectives and will reflect the degree any individual





**Title: 1.5 Progressive Discipline Policy**

bonus or promotion is received. PIONEER PRODUCTION SERVICES, INC is depending on the seriousness of any violation that reflects a lack of commitment towards established company goals could also result in the same level of disciplinary action as stated earlier in this program.

**D. EMPLOYMENT**

Employment with PIONEER PRODUCTION SERVICES, INC is at the mutual consent Of PIONEER PRODUCTION SERVICES, INC and the Employee. Either party may terminate the relationship at any time with or without advanced notice.

**E. ENDORSEMENT**

This policy is endorsed and shall be enforced by supervisor



## PROCESS SAFETY MANAGEMENT

### A. PURPOSE

Process safety management is the proactive identification, evaluation and mitigation or prevention of chemical releases that could occur as a result of failures in process, procedures or equipment. The major objective of process safety management of highly hazardous chemicals is to prevent or minimize consequences of catastrophic releases of toxic, reactive, flammable or explosive chemicals, especially into locations that could expose our employees and or community to serious hazards.

### B. RESPONSIBILITY

Whenever our employees must perform work in and around processes that involve highly hazardous chemicals, they will need to be provided with site-specific training so that they can accomplish the desired job tasks without compromising the safety and health of employees at the worksite. Whenever safety performance on the job is not known, this employer will assure that employees have appropriate job skills, knowledge and certifications, to do their job. All employees must perform their work safely. Considering that our employees often perform very specialized and potentially hazardous tasks such as confined space entry activities and non-routine repair activities it is quite important that these activities be controlled while we are working on or near a covered process.

### C. EMERGENCY ACTION PLAN

PIONEER PRODUCTION SERVICES, INC will develop and implement a job specific emergency action plan that will facilitate the prompt evacuation of employees resulting from an unwanted release of a highly hazardous chemical. An alarm system will be activated to alert employees when to evacuate and will ensure that employees who are physically impaired will have the necessary support and assistance to get them to the safe zone. Evacuation/relocation from incidental releases of highly hazardous chemicals in the

process area will be addressed and detail the actions employees are to take. If the decision to evacuate the area is made then the emergency action plan will be activated.

#### **D. EMPLOYEE TRAINING**

All employees involved with highly hazardous chemicals will be provided training to fully understand the safety and health hazards of the chemicals and processes they work in or around, for the protection of themselves and their fellow employees. Training requirements will be clearly defined and will describe the important actions and conditions under which the employee will demonstrate competence or knowledge, as well as what is acceptable performance. All training will be documented as to date of training and methods to verify retention of material.

#### **E. PROCESS SAFETY INFORMATION**

PIONEER PRODUCTION SERVICES, INC will maintain complete, up to date and accurate written documentation in the form of MSDS sheets on hand for all hazardous materials related to each specific job.

#### **F. OPERATING PROCEDURES AND PRACTICES**

Where applicable, operating procedures for designated processes will be reviewed by operating personnel to ensure that they are accurate and provide practical instructions and details on what steps are to be taken or followed in carrying out the stated procedures. Contractor employees shall abide by employers safe work practices during operations such as lockout/tagout, confined space entry, opening process equipment or piping and controls over entrance to facility. Operating instructions for each procedure will include the applicable safety precautions, and appropriate information on safety implications, to include (where required):

- a. Pressure limits

- b. Temperature ranges
- c. Flow rate

### **G. PROCESS HAZARD ANALYSIS**

A PHA will be conducted in an organized and systematic effort to identify and analyze the significance of any potential hazards associated with our work. The information obtained will assist in making decisions for improving safety and reducing the consequences of unwanted releases. PIONEER PRODUCTION SERVICES, INC / customer representative responsible for process hazard analysis will be notified immediately. The competent person on the job is the person authorized to halt any process operation where there is danger of chemical release or serious personal injury. PIONEER PRODUCTION SERVICES, INC shall advise the employer of any unique hazards presented by the contract employer's work, or of any hazards found by the contract employer's work.

### **H. NON-ROUTINE WORK AUTHORIZATIONS**

Non-routine work conducted in process areas will be controlled by the supervisor in the area in a consistent manner. The known hazards involving the work that is to be accomplished will be communicated to those doing the work. All requests to perform non-routine work will be requested through the operator, who will coordinate the authorization permit with the concerned parties and approve the work authorization. A work authorization permit will reference and coordinate, as applicable, lockout/tagout procedures, line-breaking procedures, and confined space entry procedures and hot work authorizations as required. **The Supervisor or competent person shall advise the employer or client of any unique hazards presented or found.**

*Non-routine work authorization permit.*

**Title: 1.6 Process Safety Management**

A standardized permit will be developed and used By PIONEER PRODUCTION SERVICES, INC. The permit will detail the requirements to authorize work at specific job locations. Hot work shall not be performed until a hot work permit is obtained from employer. The permit shall document that the fire prevention and protection requirements in have been implemented prior to beginning the hot work operations. Before the work is authorized and a permit issued, the completion of the following measures must be taken:

- Specify acceptable work conditions.
- If required, isolate the work area.
- Purging, inserting, flushing, or ventilating the work area as necessary to eliminate or control atmospheric hazards (see confined space instructions).
- Verify that conditions in the work area are acceptable for the duration of the authorized work period.
- Ensure everyone affected by the non-routine work is notified and coordinated with.
- Ensure all affected workers and workers that may affect the non-routine work are notified of the task to be accomplished.
- Ensure that the operator/supervisor signs the work authorization to authorize the work to begin.
- The completed permit shall be made available at the time the work begins, to all authorized workers and their supervisors, by posting it at the work site or by any other equally effective means, so that the workers can confirm that pre-start preparations and authorizations have been completed.
- The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.
- The operator/supervisor shall terminate the work authorization and cancel the permit when:



**Title: 1.6 Process Safety Management**

- The operations covered by the permit are completed.
- A condition that is not allowed under the permit arises in or near the permissible work area.

The permitting procedure will also provide clear steps to follow once the job is completed in order to provide closure for those that need to know the job is now completed and equipment and operations can be returned to normal.

*Canceled permit retention.*

This employer shall retain each canceled permit for at least 1 year to facilitate the review of the process safety program. Any problems encountered during the work authorization period shall be noted on the pertinent permit so that appropriate revisions to the process safety program can be made.

**I. INVESTIGATION OF INCIDENTS AND NEAR MISSES**

The investigation will be initiated as promptly as possible, but no more than 48 hours following the incident. The investigation will focus on the process of identifying the underlying causes of incidents and implementing steps to prevent similar events from occurring. The investigation will be conducted to also discover process conditions and work practices that could be determined to lead to other accidents and industrial illnesses. Copies of all accident/incident reports will be reported to operator and documented, and maintained for 5 years.

**J. TRADE SECRETS**

Whereas OSHA believes that all relevant information must be provided to people for completion of certain tasks, the employer will protect any trade secret with a confidentiality agreement guaranteeing any disclosure of trade



**Title: 1.7 Fit for Duty Policy**

**Purpose**

This section describes the fit for duty responsibilities.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**Responsibilities**

- Pre-employment physicals will be included in the hiring process, and also when changing into certain job functions and different environments to ensure that the employees are physically capable of performing their job function.
  
- Drug and alcohol testing for pre-employment, post-accident, or random will be conducted as prescribed by DOT
  - Reference the drug and alcohol policy for additional information.
  
- Employees must receive training specific to their assigned task. Examples are welding, instrumentation, scaffold building, equipment operator qualifications, etc.
  - Reference the training policy for additional information
  
- Safe work practices and procedures must be followed by all employees. Safe work procedures must be in place at all times. Examples are hot work permitting, confined space, LO/TO, PSM, Electrical Safety, Operator Safety, etc.
  - Reference PIONEER PRODUCTION SERVICES, INC SEMS Manual for detailed information on each specific safe work practice.



**Title: 1.7 Fit for Duty Policy**

- Employees are responsible for notifying their supervisor if they are fatigued to the point of not being able to perform their duties safely. Employees must be responsible for ensuring they are physically and mentally fit to perform their job functions safely. Employees must take responsibility for their own safety as well as not reporting to work in a condition as to endanger the safety of their fellow workers.
- Employees must report all medications they are taking. Over-the-counter medications such as allergy or cold and flu medications could also impair one's ability to perform safely and must also be reported to their supervisor.
- Supervisors are responsible for monitoring employee activities and behaviors to determine if employees should be removed from the work site.





**Title: 1.8 Smoking Policy**

**Smoking Policy**

In recognition of the responsibility to protect employees from the hazards that exist when smoking is freely permitted, the management of PIONEER PRODUCTION SERVICES, INC has implemented a ban on smoking in certain environments.

- Smoking will be permitted in specified “Smoking Areas” only. These areas will be designated by the supervisor in charge and will be clearly marked throughout the facility.
- Smoking is not allowed in the galley areas and in all other areas inside company facilities, including crew quarters.
- Areas where non-smokers live and work will be designated as non-smoking areas.
- No smoking in areas receiving or discharging fuel, or other petroleum products, or chemicals.
- Smoking is prohibited while operating company equipment (ex. forklifts, cranes, excavators, dozers, boats, etc.).
- Smoking is not allowed in company vehicles.

The Company respects the individual preferences of both smokers and non-smokers. When these preferences come into conflict, the Company anticipates that the majority of instances will be resolved through a spirit of courtesy and cooperation. If a solution satisfactory to the non-smoker cannot be found, the area will be designated as a non-smoking area and signs will be posted to that effect.

## **A. POLICY AND PROGRAM OVERVIEW**

This program formally establishes the Stop Work Authority (SWA) of all PIONEER PRODUCTION SERVICES, INC employees to suspend individual task or group operations when the control of HSE risk is not clearly established or understood.

It is the policy of PIONEER PRODUCTION SERVICES, INC that:

1. All employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist,
2. No work will resume until all stop work issues and concerns have been adequately addressed, and
3. Any form of retribution or intimidation directed at any individual or company for exercising their authority as outlined in this program will not be tolerated.
4. As with any policy, accountability for non-compliance will follow established PIONEER PRODUCTION SERVICES, INC procedures.

## **B. ROLES AND RESPONSIBILITIES**

Persons in the following rolls have responsibilities in support of this program:

1. All PIONEER PRODUCTION SERVICES, INC employees are responsible to initiate a “stop work” intervention when warranted, support the intervention of others and properly report all “stop work” actions
2. Line Supervisors are responsible to create a culture where SWA is exercised freely, honor request for “stop work”, to resolve issues before operations resume, recognize proactive participation and ensure that all “stop work” actions are properly reported with required follow-up report completed.
3. Management must establish the clear expectation to exercise SWA, create a culture where SWA is exercised freely, resolve SWA conflicts when they arise and hold those accountable that chose not to comply with established SWA policies.

4. HSE in support of operations is responsible for monitoring compliance with the requirements of this program, maintenance of associated documents, processes and training materials, identification of trends, sharing of leanings and publication of required scorecards.

### **C. INTERVENTION PROCEDURE**

In general terms, the SWA process involves a stop, notify, correct and resume approach for the resolution of a perceived unsafe work action(s) or condition(s). Much like behavior based safety processes, a workforce that clearly understands how to initiate, receive and respond to a “stop work” intervention is more likely to participate. Though obvious to some, the following procedures create an environment where people know how to act and respond. Though situations may differ, the following steps should be framework for all stop work interventions.

### **D. SWA PROCEDURES**

Steps:

1. When a person identifies a perceived unsafe condition, act, error, omission, or lack of understanding that could result in an undesirable event, a “stop work” intervention shall be immediately initiated with the person(s) potentially at risk.
2. If the supervisor is readily available and the affected person(s) are not in immediate risk, the “stop work action” should be coordinated through the supervisor. If the supervisor is not readily available or the affected person(s) are in immediate risk, the “stop work” intervention should be initiated directly with those at risk.
3. “Stop work” interventions should be initiated in a positive manner by briefly introducing yourself and starting a conversation with the phrase “I am using my stop work authority because...”. Using this phrase will clarify the user’s intent

**Title: 1.9 Stop Work Authority Policy**

and set expectations as detailed in this procedure.

4. Notify all affected personnel and supervision of the stop work issue. If necessary, stop associated work activities, remove person(s) from the area, stabilize the situation and make the area as safe as possible.
5. All parties shall discuss and gain agreement on the stop work issue.
6. If determined and agreed that the task or operation is OK to proceed as is (i.e., the stop work initiator was unaware of certain facts or procedures) the affected persons should thank the initiator for their concern and proceed with the work.
7. If determined and agreed that the stop work issue is valid, then every attempt should be made to resolve the issue to all affected person's satisfaction prior to the commencement of work.
8. If the stop work issue cannot be resolved immediately, work shall be suspended until proper resolution is achieved. When opinions differ regarding the validity of the stop work issue or adequacy of the resolution actions, the location's "person in charge" shall make the final determination. Details regarding differences of opinions and resolution actions should be included in the documented report.
9. Positive feedback should be given to all affected employees regarding resolution of the stop work issue. Under no circumstances should retribution be directed at any person(s) who exercise in good faith their stop work authority as detailed in this program.
10. All stop work interventions and associated detail shall be documented and reported as detailed in this program.

**E. REPORTING**

All "stop work" interventions exercised under the authority of this program shall be documented utilizing existing reporting protocols (i.e. near miss or BBS report forms).

The near miss report should contain the words "STOP WORK" at the beginning of the

incident description in order to differentiate it from traditional near miss reports. “STOP WORK” reports shall be reviewed by line supervision in order to:

1. Measure participation
2. Determine quality of interventions and follow-up
3. Trent common issues and identify opportunities for improvement
4. Facilitate sharing of learnings
5. Feed recognition programs

The HSE department will regularly publish incident details regarding the number of “stop work” actions reported by location as well as details regarding common trends and learnings.

#### **F. FOLLOW-UP**

It is the desired outcome of any “stop work” intervention that the identified safety concerns be addressed to the satisfaction of all involved persons prior to the resumption of work. Although most issues can be adequately resolved in a timely fashion at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes. “Stop work” interventions that require additional investigation or follow-up will be handled utilizing existing procedures for incident investigation and follow-up.

#### **G. RECOGNITION**

In order to build and reinforce a culture in which SWA is conducted properly, line supervisors are encourage to positively recognize employee participation in the program. At a minimum, each line supervisor should informally recognize individuals when they exercise their authority to “stop work” or demonstrate constructive participation in our “stop work” intervention program. This informal recognition need be no more than an expression of appreciation for a job well done. Additionally, formal recognition of



**Title: 1.9 Stop Work Authority Policy**

selected examples of “stop work” intervention and those responsible should be made during regularly scheduled safety meetings. The HSE department will regularly publish selected “stop work” actions that occur throughout PIONEER PRODUCTION SERVICES, INC recognizing those responsible for the SWA program and contribution to HSE continuous improvement.

**H. TRAINING**

Training regarding the SWA Policy and Program will be conducted as part of all new employee orientations. Additionally, a review of the SWA Policy shall be completed as part of all field location JSA safety briefings and regularly in safety meetings. Documentation of all training and reviews shall be maintained as per established procedures.

**I. APPROVAL**

This program is fully endorsed by Company Management.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**Title: 1.10 Medical Records and Exposure**

**Purpose**

The purpose of this policy is to ensure that PIONEER PRODUCTION SERVICES, INC is keeping any records pertaining to an employee’s health status secure, monitored, and maintained by qualified personnel i.e., Company Physician, and or Human Resources Director. At no time may another employee of PIONEER PRODUCTION SERVICES, INC be allowed to access these records.

**Definition**

Employee Medical Records are records that concern the health status of an employee that is made or maintained by a physician, nurse, or other health care personnel, or technician.

**Notification**

Upon first entering employment and at least annually thereafter, employees must be informed via a bulletin board posting of the following: The existence, location and availability of employee records for exposure to toxic substances or harmful physical agents. These medical records are maintained in the home office. The company is responsible for maintaining and providing access to the records. Contact your supervisor to initiate this request. The employee has the right of access to those records. Notification can be accomplished by sending an annual letter to all employees or bulletin board postings that. The supervisor in charge is responsible for seeing that notification is accomplished.

PIONEER PRODUCTION SERVICES, INC retains employee medical records and records of employee exposures to toxic substances or harmful physical agents at the company healthcare provider’s office. Those records that are relevant to an employee and a copy of the OSHA standard pertaining to employee rights of access to medical and exposure records are available for review by contacting the HSE Director



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**Title: 1.10 Medical Records and Exposure**

The entire section pertaining to the Access to Employee Exposure and Medical Records is available for employee review by contacting the HSE Director.

**RECORDKEEPING**

Employee medical and exposure records shall be maintained and retained for the duration of employment and for 30 years thereafter and should include the following: Environmental (workplace) monitoring including personal, area, grab, swipe, etc. type samples. Biological monitoring - level of chemical in the blood, urine, hair, fingernails, etc. Material safety data sheets. (Refer to the Hazard Communication Program). Employees will be informed annually through the 52 Week Training Matrix. The location, availability, access, and person responsible for access to these records. Should PIONEER PRODUCTION SERVICES, INC cease to exist, all files needing to be preserved for 30 years shall be transferred to The Director of The National Institute for Occupational Safety and Health if required by specific standards.

**ACCESS**

Access to an employee record must be provided no later than 15 days after the request for access is made. If records cannot be reasonably provided within the 15(working) days employer shall apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date that the record can be made available. Records shall be provided in a reasonable time, place, and manner. Records or copies must be provided at no cost to the employees. Personal Identifiers (names, address, SSN, payroll number, etc) shall be removed before access is granted to the file information.





**Title: 1.11 Injury and Illness Recordkeeping**

**Purpose**

The purpose of this policy is to ensure that PIONEER PRODUCTION SERVICES, INC is reporting all work related injuries, illnesses, and fatalities in a timely manner and informing all appropriate entities (local, state, and federal government, company employees, etc.)

**Recordkeeping**

PIONEER PRODUCTION SERVICES, INC is required to keep records of fatalities, injuries, and illnesses that:

- Is work-related
- Is a new case
- Meets one or more of the general recording criteria

Forms shall be maintained for 5 years following the end of the calendar year that the records cover and shall include

- OSHA 300 Log
- Privacy Case List (if exists)
- Annual Summary
- Incident Reports

Each recordable injury or illness must be entered on an OSHA 300 log and 301 Incident Report, or other equivalent form, within seven calendar days of receiving information that a recordable injury has occurred. A company executive must certify that he or she has examined the OSHA 300 Log and that he or she reasonably believes based on his or her knowledge of the process by which the information was recorded in the annual summary is correct and complete.



**Title: 1.11 Injury and Illness Recordkeeping**

**Posting**

A copy of the annual summary must be posted in each establishment in a conspicuous place or places where notices to employees are customarily posted. It must be ensured that the summary is not altered, defaced or covered by other material

The annual summary must be posted no later than February 1st of the year covered by the records and the posting kept in place until April 30th.



## **SUB-CONTRACTOR SAFETY - PRE QUALIFICATION GENERAL REQUIREMENTS**

- Prior to working for PIONEER PRODUCTION SERVICES, INC, outside companies shall complete and have on file a signed Master Service Agreement.
- Sub-Contractors will be pre-qualified by reviewing their safety programs, safety training documents, and safety statistics. The Standardized Safety Questionnaire (SSQ) may be used for this purpose. Based on the information generated from the SSQ, a safety metrics will be used as criteria for selecting and grading the subcontractors.
- All sub-contractors shall comply with all PIONEER PRODUCTION SERVICES, INC Safety Programs.
- Sub-Contractors will be included in pre-job meetings or kick-off meetings, and safety orientations.
- Sub-Contractors will be included in tailgate safety meetings, job safety analysis or hazard assessments, and on the job safety inspections.
- Post-job safety performance reviews will be conducted on sub-contractors.
- Sub-Contractors should be familiar with the site specific Emergency Response Plan.

## **SUB-CONTRACTOR SAFETY, HEALTH, ENVIRONMENTAL POLICY**

PIONEER PRODUCTION SERVICES, INC strives to hire sub-contractors who conduct their activities in a manner consistent with appropriate safety, health, and environmental



**Title: 1.12 Sub-Contractor Safety and Pre-Qualifications Policy**

consideration. Sub-contractors working for PIONEER PRODUCTION SERVICES, INC are and shall remain independent sub-contractors as to all work performed under the contract. The following are minimum requirements and expectations for sub-contractors. Sub-contractors shall take any additional precautions necessary under the circumstances to prevent injury or death to persons or damage to property and/or the environment.

- Sub-contractors are expected to comply with applicable safety, health, environmental, and drug screening regulations of agencies having jurisdiction at locations where services are performed for PIONEER PRODUCTION SERVICES, INC.
- Unless prior contractual arrangements are made with PIONEER PRODUCTION SERVICES, INC, sub-contractors are expected to provide their employees with appropriate functional safety equipment and ensure that such equipment is used.
- Unless prior contractual arrangements are made with PIONEER PRODUCTION SERVICES, INC or statutory requirements dictate otherwise, sub-contractors are expected to provide their employees with appropriate safety, health, and/or other environmental training as required by National, State, local or other applicable codes and regulations, or PIONEER PRODUCTION SERVICES, INC policy.
- Sub-contractors are required to notify the appropriate PIONEER PRODUCTION SERVICES, INC representative or designee of contractor's/sub-contractor's employee accident(s) resulting in reportable injuries, damage to PIONEER PRODUCTION SERVICES, INC or third party's property, or incident(s) with probable infractions of environmental protection regulations. Sub-contractors are also required to furnish copies of regulatory, administrative, or statutory reports concerning environmental infractions,



**Title: 1.12 Sub-Contractor Safety and Pre-Qualifications Policy**

or an accident, incident or occupational illness to the PIONEER PRODUCTION SERVICES, INC representative.

- Sub-contractors are required to inform PIONEER PRODUCTION SERVICES, INC of inspection(s) conducted by regulatory agencies and the results of said inspection(s) when working on a PIONEER PRODUCTION SERVICES, INC location.
- Sub-contractors will be evaluated on their safety, health, and environmental performance. The assessment of a sub-contractor’s performance may include an evaluation of its safety, health, and environmental record keeping, and if applicable, prior work experiences with PIONEER PRODUCTION SERVICES, INC. This evaluation will be used as criteria in selection of sub-contractors for future PIONEER PRODUCTION SERVICES, INC projects.
- Nothing contained in this policy shall be interpreted to enlarge the legal duty of PIONEER PRODUCTION SERVICES, INC to the sub-contractor, their agents, or employees. This policy will be administered by each operating location through its line management.

**SUB-CONTRACTOR GUIDELINES FOR ACCIDENT PREVENTION**

- The prevention of accidents and injuries is of utmost importance to PIONEER PRODUCTION SERVICES, INC. The Company will do all it can to provide a safe work environment for every employee/sub-contractor. In turn, no employee should allow a condition, which they believe to be hazardous to exist, without either stopping the work or immediately notifying a PIONEER PRODUCTION SERVICES, INC supervisor.



**Title: 1.12 Sub-Contractor Safety and Pre-Qualifications Policy**

- Safety meetings are held for the purpose of educating and training for the prevention of accidents. Every employee/sub-contractor attending these meetings is encouraged to present his ideas or suggestions to improve the safety of this work environment.
- All safety signs are erected for a definite purpose and should be observed whenever they are encountered. Safety signs shall conform to federal, state and local standards, signs shall be placed where they will render the greatest service and be maintained in good condition. Authorized personnel must remove signs that are erected for a temporary purpose, when no longer needed.
- Safety tags are provided for employee/sub-contractor protection and they shall be used whenever warranted. All employee/sub-contractors shall observe tag and warnings. Authorized personnel shall remove tags when no longer needed.
- Every immediate supervisor shall make certain that their personnel clearly understand the circumstances of the job to be performed and the safe practices necessary to perform it without accident or injury.
- Personnel must be sure that they understand the hazards involved in any duty he is about to perform, and that all necessary precautions will be taken.
- Every job should be planned so that it will be completed or brought to a “stopping place” by the end of the workday. Reckless haste to complete a job often creates unnecessary hazards.

**Title: 1.12 Sub-Contractor Safety and Pre-Qualifications Policy**

- When new or hazardous work is to be performed, the supervisor or person in charge shall call their workers together for a thorough discussion on the safety aspects of the job.
- If additional material or equipment is needed to safely continue a job, the job shall be shut down or postponed until such material or equipment is obtained.
- Relief crews coming on duty shall be informed, by the crew they are relieving, of any unusual circumstances or of any changes that might present hazardous conditions.
- All new personnel shall be thoroughly instructed or educated in safety on the job when they are hired. This training should be documented, and it should continue throughout his employment.
- Experienced personnel should assume the responsibility of assisting in the teaching of safe working practices to the new or inexperienced personnel.
- Scuffling, the playing of practical jokes or “horseplay” in any form among personnel while on the job will not be permitted.
- Loose, baggy or ragged clothing shall not be worn.
- Clothing to adequately cover the body shall be worn.
- Finger rings should not be worn while performing general work or electrical work.



**Title: 1.12 Sub-Contractor Safety and Pre-Qualifications Policy**

- Regular walkways, passageways, runways, etc. are provided whenever there is significant need. Use these and avoid the hazards of shortcuts.
- Keep all walking and working surfaces clean, clear and free of obstructions. Tools and other materials should not be left lying around.
- Non-flammable cleaning agents should be used whenever possible. If an effective non-flammable cleaning agent is not available, standard solvent, kerosene or other chemicals with a flash point of 100 degrees or greater shall be used. Carbon tetrachloride, oil, gasoline or other hazardous chemicals shall not be used for cleaning purposes.
- Only cotton, rayon, paper or other suitable material shall be used for oil or cleanup rags.
- Flashlights and electric lanterns must be approved for areas where they are being used.
- All injuries, no matter how minor, which occur on the job, shall be reported to the immediate supervisor. Failure to report an injury can subject the employee/subcontractor to disciplinary action.
- All OSHA, other federal, state and local safety and health regulations shall be complied with. All personnel should be made familiar with these regulations.
- Think Safety, talk Safety and practice Safety, both on and off the job, and avoid the pain, suffering and inconvenience of accidents and resulting injuries.





**Title: 1.12 Sub-Contractor Safety and Pre-Qualifications Policy**

- All sub-contractors shall wear appropriate personal protective equipment (Hardhat, safety glasses, hearing protection, and approved footwear) at all times while on location.
- Acquire proper permits before starting any work.
- Sub-contractors must provide MSDS's for any chemicals their company brings to a job site.



## **PURPOSE**

Define the Company's Security Policy.

## **SCOPE**

All PIONEER PRODUCTION SERVICES, INC personnel.

## **SECURITY POLICY**

In order to protect PIONEER PRODUCTION SERVICES, INC, and its employees from dangerous threats, the company has prepared a plan of action designed to reduce our vulnerability and minimize damage from potential attacks by persons or organizations seeking to take advantage of any weakness within our system.

The plan places a premium on identifying and intercepting threats, before they can cause harm, by strengthening our strategic security operations at company facilities, remote job sites and on board our vessels. These threats may include terrorism, drug smuggling, illegal migration, international organized crime, resource exploitation, infectious diseases, and damage to the environment.

As with any plan or policy, the commitment and dedication of our employees will be the determining factor in success or failure in safeguarding the security of our facilities, vessels, equipment and personnel. The company will ensure that all of its employees understand the principles of good security planning and their roles within the security program. Properly trained and motivated employees are a strong deterrent to attacks and other dangerous threats.



## **PURPOSE**

Define the Company's Environmental Management Policy and Procedures.

## **SCOPE**

All employees of PIONEER PRODUCTION SERVICES, INC.

## **ENVIRONMENTAL STATEMENT**

The company, its management, and employees' pledge:

- To be good stewards of the Earth by protecting and, where practicable, improving the land and water resources where we conduct our operations.
- To promote environmental awareness and a sense of environmental responsibility in our employees, suppliers and clients, providing training as required.
- To communicate with governments and other agencies responsible for creating effective laws and regulations to safeguard the environment while carrying on vital resource exploration.
- To maintain the highest degree of integrity with our clients, government officials, and the public in addressing environmental concerns, being especially diligent to deliver what we promise, recognizing that public trust is difficult to build, but simple to shatter.
- To make environmental considerations a priority in our planning and development of products and services.
- To be especially vigilant when working in environmentally unique areas.
- To require a firm commitment to environmentally responsible operations from our suppliers and subcontractors, especially those involved with the transportation or disposal of hazardous or waste materials.

**Title: 1.14 Environmental Management**

- To demonstrate by our actions at every level of the company, that the company and all of its employees are truly committed to these principles.
- To be committed to continual improvement and prevention of pollution.
- To establish and maintain environmental performance objectives throughout the organization.

### **ENVIRONMENTAL IMPACTS AND ASPECTS**

The HSE Director is responsible for identification of environmental **aspects**, evaluation of their **impacts**, and prioritizing the significant **aspects**.

The HSE Director is responsible to carry out the **aspect** and **impact** analysis. The company has established a separate procedure for identifying environmental aspects and impacts and the evaluation of their impacts.

Procedure describes:

- The method for identifying environmental **aspects** and evaluating the associated **impacts**.
- Evaluation criteria for **impacts**.
- Significance criteria for **aspects**.

Provisions are also made in the procedure for considering the following requirements during analysis of **aspects** and **impacts**.

- Regulatory requirements
- Interested party concerns
- Evaluation of impacts
- Resource saving potential



Once rated operations are received, the HSE Director will be responsible for entering them into an **Aspect/Impact database**. This database will be used to track operations, aspects, objectives and targets, and completion dates. This database will be available to all personnel involved with activities impacting the environment. These aspects will also be reviewed annually for any changes within the department, or area of responsibility. In addition to the annual review company personnel can evaluate any existing aspect or impact at any time.

## RECORDS

The HSE Director will keep records of all identified **aspects/impacts** and the evaluations.

## IDENTIFICATION AND EVALUATION OF ENVIRONMENTAL ASPECTS AND IMPACTS

### RESPONSIBILITY AND AUTHORITY

The HSE Director is responsible for developing a rating system for **impacts** and **aspects**. Department heads are responsible for ensuring all personnel receive and understand the rating form.

All operations to be rated shall be done using the *Evaluation of Significant Environmental Impact Form*. Operations should be separated by normal and other than normal conditions and the appropriate form used for either.

Once the operation is rated, a category of significance shall be assigned from the *Determination of Significance Worksheet* and the rating sheet turned in to the HSE Director.

**Title: 1.14 Environmental Management**

These operation ratings may be conducted for any operation performed throughout the company. This procedure should be initiated when there is a change in operations in order to determine if there are any new environmental aspects and, if so, to evaluate their environmental impacts.

**Evaluation of Significant Environmental Impacts  
NORMAL Operating Conditions (NOC)**

<b>Department:</b>		<b>Date:</b>
<b>Process or Activity:</b>		<b>Category of Significance:</b>
<b>Aspect:</b>		
<b>Impact:</b>		

<b>Categories</b>	<b>Evaluation</b>	<b>Score</b>
<b>(a) Nature and scale of impact or effect:</b>	Cause of long term (>6 mo) measurable environmental impact	<input type="checkbox"/> 0
	Cause of short term environmental impact	<input type="checkbox"/> 1
	Does not cause a measurable environmental Impact	<input type="checkbox"/> 2
<b>(b) Quantities consumed, released, discharged, or disposed</b>	High (worst case discharge)	<input type="checkbox"/> 0
	Medium	<input type="checkbox"/> 1
	Low	<input type="checkbox"/> 2
<b>(c) Legal or organization control:</b>	Non compliance or high potential for non-Compliance	<input type="checkbox"/> 0
	Within compliance at all times	<input type="checkbox"/> 1
	Not regulated	<input type="checkbox"/> 2
<b>(d)</b>	History of complaints, legal actions past or pending	<input type="checkbox"/> 0



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<b>Interested parties:</b>	Target of interest of one or more stakeholder groups, in the past, present, or in the future	<input type="checkbox"/> 1
	No focus of interest in the past or anticipated	<input type="checkbox"/> 2

\* To arrive at the final score multiple (a) x (b) x (c) x (d) =

Evaluation of Significant Environmental Impacts  
**OTHER Operating Conditions (Abnormal/Emergency) (OOC)**

<b>Department:</b>		<b>Date:</b>
<b>Process or Activity:</b>		<b>Category of Significance:</b>
<b>Aspect:</b>		
<b>Impact:</b>		

Categories	Evaluation	Score
<b>(a) Scale of Impact:</b>	High	<input type="checkbox"/> 0
	Medium	<input type="checkbox"/> 1
	Low	<input type="checkbox"/> 2
<b>(b) Chance of happening:</b>	High (once per 6 months)	<input type="checkbox"/> 0
	Medium	<input type="checkbox"/> 1
	Low (once per 3 years)	<input type="checkbox"/> 2
<b>(c) Likelihood of detection:</b>	Low (no monitoring or detection)	<input type="checkbox"/> 0
	Medium	<input type="checkbox"/> 1
	High (continuous monitoring or inspection)	<input type="checkbox"/> 2



<b>(d) State of preparedness:</b>	No provision made or mitigation not possible	<input type="checkbox"/> 0
	Some provisions made	<input type="checkbox"/> 1
	Detailed plans, training, and exercises	<input type="checkbox"/> 2

\* To arrive at the final score add (a) + (b) + (c) + (d) =

**DETERMINATION OF SIGNIFICANCE**

The environmental aspect is scored under NOC or OOC to determine if it is significant.

Under NOC the score is determined by multiplication

$$\text{NOC score} = (a) \times (b) \times (c) \times (d)$$

Score = 0	Significant and requires a program of action	Ranking A
Score = 1 to 8	Significant, but existing controls may be sufficient	Ranking B
Score = 16	Not significant	Ranking C

Under OCC the score is determined by addition

$$\text{OOC score} = (a) + (b) + (c) + (d)$$

Score < 5	Significant and requires a program of action	Ranking A
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## **GENERAL WASTE MANAGEMENT**

PPSI will estimate the waste that will be generated prior to work being performed so that the need for containers and waste removal, if necessary, can be determined.

Waste materials should be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles must be covered to prevent dispersion of waste materials and to control the potential for run-off.

PPSI employees will be instructed on the proper disposal method for wastes. This may include general instruction on disposal of non-hazardous wastes, trash, or scrap materials. If wastes generated are classified as hazardous, employees must be trained to ensure proper disposal.

PPSI encourages proper segregation of waste materials to ensure opportunities for reuse or recycling.

## **PURPOSE**

Define the company's policy on knives.

## **SCOPE**

All PIONEER PRODUCTION SERVICES, INC personnel.

## **POLICY**

It is a fact that the number one injury in today's workplace is hand injuries. *Knives are more frequently the source of OSHA recordable injuries than any other hand tool.* If you know where your hands are they won't get hurt. Knife injuries can be decreased with increase awareness to potential contributing causes and following general hand tool safety rules. Knives that have locking blades of 3 inches or less will be allowed, unless working for a client or customer that has a "No Knife Policy". If such, the client or customer's policy will be adopted for that particular job.

Protect your hands! Gloves are often relied upon to prevent:

- Cuts
- Abrasions
- Burns
- Skin contact with chemicals

### **General safety rules when working with knives:**

- Handle, use, and store knives and other sharp utensils safely.
- Cut in the direction away from the body.
- Keep your fingers and thumbs out of the way of the cutting line.

**Title: 1.15 Knife Policy**

- Use any protective clothing provided by employer such as steel mesh or Kevlar gloves.
- Use a knife only for its intended purpose and use the appropriate knife for the cutting job.
- Store knives, saws, and cleavers in a designated storage area when not in use. Do not store the blades with the cutting edge exposed.
  - Install knife holders on work tables to prevent worker injury.
  - Equip newly purchased knives with blade guards or knuckle guards that protect the hand from slipping onto the blade.
- Let a falling knife fall. Do not try to catch it.
- Carry knives with the cutting edge angled slightly away from your body, with the tip pointed down to your side.
- Place a knife that you are handing to someone, down on a clean surface, and let the other person pick it up.
- Clean the knife immediately after use or place it in a dishwasher or a container labeled "for knives only."
- Do not store knives and other sharp objects in sinks full of water.
- Do not touch knife blades.
- Avoid placing knives near the edge of a countertop.
- Do not talk with coworkers while using a knife. When interrupted, stop cutting and place the knife down on a secure surface. Do not try to cut while distracted.
- Use a sharp tool, not one with a dull blade.
- Do not use broken knives.
- Do not use knives as screwdrivers or pry bars.
- Only locking blade knives are allowed.
- Keep knives and scissors in their sheath.
- Be careful when picking up bags with sharp objects in it
- When opening boxes, use box cutters

### Alternative Cutting Tools

It is very important for employees and workers to ask themselves if they have the right tool for the job, before using a knife. If there is a better tool to perform the job or a way to get the job done without utilizing a knife, then they should proceed with the safer way to get the job done. Often times, utilizing an alternative cutting tool or device can get the job done in a much safer way.

*All PIONEER PRODUCTION SERVICES, INC employees should adopt the practice of utilizing alternative cutting tools, prior to utilizing a knife, in their daily activities.*

Alternative cutting tools, such as shears, safety box cutters, wire strippers, etc, are specifically designed to be utilized safe, reducing the risk of injury to employees and workers.





## **PURPOSE**

Define the company's policy Safety Sensitive Medications and Return to Work procedures.

## **SCOPE**

All PIONEER PRODUCTION SERVICES, INC personnel.

## **POLICY**

### **PRESCRIPTION MEDICATIONS**

When reporting for duty on a jobsite or vessel, each employee is responsible for reporting any medications he/she is taking to the site supervisor or vessel's master. Many commonly prescribed medications are incompatible with safety sensitive duties. Safety sensitive prescription medications are just as dangerous as illicit drugs are to the working environment. Often the prescribing physician is unaware of the occupational responsibilities and/or medical regulations governing the patient. With that in mind it is incumbent that we make our best effort to monitor the ill and injured.

While on company and/or customer property, possessing or using prescription drugs or over-the-counter medication that may cause impairment is prohibited.

### **MEDICATION REPORTING**

1. The site supervisor should ask the nature of his/her medical condition, the name and dosage of the medication, and the name of the prescribing doctor.
2. The site supervisor should then forward the list of medication to the company Designated Employee Representative (DER). Supervisors may send the list to the HSE Manager, who will in turn send to the DER.
3. The DER will review the list for any potential safety sensitive medications.

**Title: 1.16 Safety Sensitive Medications and Return to Work Procedures**

4. In the event a safety sensitive issue is recognized, the DER reports the issue to the Operations Manager and contacts an occupational medical facility to schedule a review and evaluation with a physician.
5. It is at this appointment that an individual assessment will be made on the safety of the medication and its indication. The occupational physician will counsel and guide the mariner in a manner as to secure the safety of the mariner and the crew. The occupational physician will report the plan and the findings of the assessment to the DER. The occupational physician and DER together will discuss the case with the operations manager.

### **SAFETY SENSITIVE MEDICATIONS**

The following is a list of medications that are incompatible with safety sensitive duties.

#### **Narcotics**

- Opiates—pain-killers--commonly prescribed as vicodin, lortab, and Percocet. This class consists of oxycodone, hydrocodone, methadone, morphine, codeine, Demerol, or hydromorphone containing compounds.
- Benzodiazepines—nerve medicines and sleep aids—commonly prescribed as valium, xanax, klonopin, ativan, etc.
- Amphetamines—weight loss and ADD medications—commonly prescribed as Concerta, Adipex, Adderall, etc.

NOTE: Narcotics are medications that are incompatible with safety sensitive duties when they are detectable in a person's system. The below medications are only incompatible with safety sensitive duties when taken near, around, or during duty/shift.

### **Sedatives**

- Sleep Aids—commonly prescribed as ambien, sonata, lunesta, etc.
- Muscle Relaxers—commonly prescribed as flexeril, soma, zanaflex, etc.
- Anti-emetics—commonly prescribed as phenergan, compazine, etc.
- Psychotropics—commonly prescribed as seroquel, clozaril, Geodon, zyprexa, and risperdal.
- Seizure Medications—commonly prescribed as tegretol, Phenobarbital, topamax, valproic acid, etc.
- Non-opioid Analgesics—commonly prescribed as fioricet, fiorinal, ultram, and ultracet.
- Sedating Antihistamines—commonly prescribed as peractin and hydroxyzine.
- Sedating Blood Pressure Medications—clonidine, cardura, and hytrin.

The above list is not intended to be all-inclusive, but does list the most commonly prescribed substances that are incompatible with safety sensitive duties.

### **OVER THE COUNTER MEDICATIONS**

Over the counter medications that are incompatible with safety sensitive duties include Nyquil, diphenhydramine (e.g. Benadryl, Tylenol PM, etc.), and other antihistamines. These medications may cause impairment and are prohibited.





**Title: 1.17 Fishing Policy**

**PURPOSE**

Define the company's policy Safety Sensitive Medications and Return to Work procedures.

**SCOPE**

All PIONEER PRODUCTION SERVICES, INC personnel.

**POLICY**

PIONEER PRODUCTION SERVICES, INC discourages employees from fishing during working and non-working hours while at a company facility or client location. Certain facilities, locations or customer vessels, at the supervisor's discretion, may entirely forbid fishing.

Employees and sub-contractors must determine if it is permissible to fish at that facility, prior to beginning. If allowed to fish, personnel must follow all federal, state, and local jurisdictions' fishing regulations, along with any facility or client site-specific rules.

Fishing regulations may require licenses, possession limits by species or quantity (creel) and size, and cleaning stipulations.



## **PURPOSE**

Define the company's policy Safety Sensitive Medications and Return to Work procedures.

## **SCOPE**

All PIONEER PRODUCTION SERVICES, INC personnel.

## **POLICY**

Employee Responsibilities Statistics have consistently shown in that over 90% of all incidents are the result of an employee's poor and/or deficient attitude towards personal safety and their commitment to following proper policies and procedures. Many employers have implemented a series of changes to their Health, Safety and Environmental Programs that address behavior-based incidents, of which is the central force behind the company's HS&E Program.

Every employee is required to participate in the company's Behavior-Based Safety Program without exception. The employee is also expected to fulfill the additional following roles and responsibilities while in the employment of the company:

1. Strict adherence to all regulatory, company and customer-driven safety rules and operating procedures applicable to his work environment to control or eliminate and hazards or other exposure to illness or injury.
2. Each employee must follow their instruction in the recognition and avoidance of unsafe conditions.
3. Consistent participation in company and customer-driven safety drills, pre-job meetings, safety meetings and pre-use equipment inspections.
4. Participation in all company and customer-driven HS&E programs when available
5. Consistent review of regulatory, company and customer-driven HS&E manuals, policies and procedures.

**Title: 1.18 General Rules and Responsibilities**

6. Reporting of any incidents, Near Misses, potential incidents, policy and procedure deficiencies, and poor working conditions to their immediate supervisor.
7. Conduct themselves in a professional manner at all times including personal attitude and dedication to their applicable job and/or profession.
8. Dedication and promotion of a safe working environment throughout the workplace.
9. Does not engage in non-productive, unprofessional behavior and acts, such as horseplay, jokes, discrimination or violence at the work facility.
10. Understand that only qualified employees are allowed to operate any equipment.
11. Understands that failure to comply to any of the above-stated rules and to any rules policies and procedures discussed within this manual may result in disciplinary action up to and including termination.

**Company Responsibilities**

The employer's primary responsibility is to provide a safe working environment for the employee and to assist in promoting and enforcing good work habits. This may be achieved by several methods such as any of the following:

- Commitment from management to support a positive, effective and efficient HS&E related activity, policy and procedure.
- Dissemination any materials and/or products that promotes safe working habits.
- Identification and Remedial Action of any potential hazards, deficient policies and procedures or other form of risk by means of BBSP reporting, audits or any other applicable method.
- Consistent communication with employees and customers regarding HS&E topics, issues and concerns.
- Conducts applicable safety drills, safety meetings, and pre-job meetings that meets or exceeds regulatory agency and/or customer expectations.



**Title: 1.18 General Rules and Responsibilities**

- Trains employees accordingly within their respective job scope and to regulatory and customer expectations.
- Ensure that only qualified employees with required training and experience shall operate equipment and machinery.
- Dissemination of reports on all incidents, spills, and other undesirable events to the customer and applicable regulatory agency in a timely manner.
- Enforces conformance to any policy and/or procedure throughout the company.
- Utilizes applicable disciplinary action methods in cases of employee non-compliance to any regulatory, customer or company safety rules.
- Ensure that a competent person regularly inspects the job site materials and equipment to ensure they are in good working condition.

**Pioneer Production Services, INC**

**Safety and Environmental Management  
System Manual**

**Section 2**



**Safety and Environmental Considerations**

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### **Purpose**

The purpose of this program is to protect both our employees and the environment from lead contamination from our facility operations. The intent of our program is to be in full, continuous compliance with OSHA Standard 29 CFR 1910.1025, 1027 and all other local, State and Federal requirements for our industry.

### **Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

### **Responsibilities**

### **Management**

Management will ensure that the entire lead safety program is up to date, including semi-annual revisions, and updates to reflect the current status of the program engineering & administrative controls for lead exposure.

- Employee training and awareness
- Medical surveillance program
- Respiratory protection program
- Lead disposal program
- Housekeeping program
- Protective clothing issue, storage and disposal

### **Supervisors**

- Provide effective and continuous control of all lead operations

**Title: 2.1 Lead Awareness**

- Immediately inform management of any deficiencies in engineering or administrative controls
- Conduct routine assigned inspections and monitoring
- Immediate correct any deviation from operational safety requirements
- Provide immediate on the spot training for any employee who shows lack of knowledge or application of required operational lead safety requirements
- Ensure all employees are properly trained before commencing any operation that may contribute to lead exposure

**Employees**

- Follow all operational and lead safety procedures
- Seek immediate supervisor guidance to resolve questions
- Conduct operations in accordance with company provided training
- Immediately report to a supervisor any deficiency in engineering or administrative controls
- Properly use, store and dispose of issued and assigned personal protective clothing.
- Maintain change and shower areas neat and orderly

**Employee Training**

All affected employees will participate in the company Lead Safety Training program. All affected employees will be trained prior to the time of initial job assignment and at least annually. Lead Safety Training certification and documentation shall include dates of training, employee name and training provider.

**Employee training will consist of:**

- Specific OSHA requirements contained in
  - 1910.1025 - OSHA Lead Standard

**Title: 2.1 Lead Awareness**

- 1910.1025 App A - Substance data sheet for occupational exposure to lead
- 1910.1025 App B - Employee standard summary
  
- Specific nature of the operations, which could result in exposure to lead above the action level
- Purpose, proper selection, fitting, use, and limitations of respirators;
- Purpose and a description of the medical surveillance program, and the medical removal protection program including information concerning the adverse health effects associated with excessive exposure to lead (with particular attention to the adverse reproductive effects on both males and females);
- Engineering controls and work practices associated with the employee's job assignment;
- Contents of PIONEER PRODUCTION SERVICES, INC compliance plan
- Instructions that chelating agents should not routinely be used to remove lead from their bodies and should not be used at all except under the direction of a licensed physician
- Materials pertaining to the Occupational Safety and Health Act a copy of the OSHA standard 1910.1025 and its appendices will be readily available to all affected employees.

**Process, Control & Technical Information**

The following information that describes facility specific information concerning processes and controls are maintained revised and updated annually as an addendum to this written program:

- Description of each operation in which lead is emitted; e.g. machinery used, material processed, controls in place, crew size, employee job responsibilities, operating procedures and maintenance practices.
- Description of the specific means used to achieve compliance, including engineering plans and studies used to determine methods selected for controlling exposure to lead.
- Report of the technology considered in meeting the permissible exposure limit;



**Title: 2.1 Lead Awareness**

- Air monitoring data, which documents the source of lead emissions;
- A detailed schedule for implementation of this program, including documentation such as copies of purchase orders for equipment, construction contracts, etc.
- Records of Employee Training and Notifications
- Specific work practice program and controls for each operation involving lead exposure
- Administrative control schedule
- All other relevant information
- If employees working immediately adjacent to a lead abatement activity are exposed to lead due to the inadequate containment of such job, PIONEER PRODUCTION SERVICES, INC shall either remove the employees from the area until the enclosure breach is repaired or perform an initial exposure assessment.

**Inorganic Lead Exposures**

Traditionally, most exposures to lead have been related to activities such as plumbing, welding and painting. Because many steel structures are protected with lead-containing coatings, employees may risk significant exposure to lead when removing coatings for maintenance painting or during dismantling and demolition operations. Abrasive blasting, for example, pulverizes the lead based coatings into very fine particles that become airborne and create a potential inhalation hazard. The dust can also contaminate on employee's clothing and be carried home to family members if the clothing is not properly decontaminated. (Decontamination refers to the process of safely removing lead from contaminated clothing and surfaces). Exposure to lead can also occur during, but is not limited to other activities, such as; welding cutting, burning, grinding, sanding, buffing, chipping, and applying new lead-based paints. Other sources of lead exposure in the environment include automobile emissions, industrial emissions, ground water, and solder.



**Title: 2.1 Lead Awareness**

Pure lead (Pb) is a heavy metal at ambient temperature and pressure and is a basic chemical element. It can combine with various other substances to form numerous lead compounds. For example, lead naphthenate is utilized as an additive by the paint manufacturing industry to promote drying.

Lead can be absorbed into the body by inhaling (breathing) dust, fume or mist and ingestion (eating or hand to mouth contact with lead-contaminated materials). Very small amounts of lead that may be unintentionally ingested via eating, drinking, chewing gum, or smoking on the job can be harmful. Lead, except for certain organic compounds such as tetraethyl lead, is not absorbed through the skin.

**Inhalation**

Inhalation of airborne lead is generally the most dangerous source of occupational exposure. When lead is inhaled, it can be absorbed through the lungs and upper respiratory tract.

**Ingestion**

If lead gets into the mouth and is swallowed, it can be absorbed through the digestive system. After reviewing the routes of entry for lead, it is easy to understand why good personal hygiene is important on jobs where lead is present.

Once inhaled or ingested, a significant portion of the lead goes into the blood stream. When lead enters the blood stream, it is circulated throughout the body and excreted, but some remains in the blood and other tissues.

Lead can accumulate in the body following exposure. Although the body can eliminate some of the lead, continued exposure to lead may result in the body absorbing and storing more lead than it can eliminate. Lead poisoning can occur at high exposure concentrations (acute) or at low



exposure concentrations over a long period of time (chronic) and can cause either temporary or permanent damage. Even though there may be no immediate symptoms of disease, the lead stored in body tissues can be slowly released causing irreversible damage to the blood, nervous system, kidneys, bones, heart and reproductive system and is believed by some to contribute to high blood pressure. Lead can stay in the blood for several months and can be stored in the bone for many decades following excessive exposures.

**Some common symptoms of chronic overexposure to lead include:**

- Headaches Irritability/ anxiety
- Excessive tiredness Sleeplessness
- Reproductive difficulties Insomnia
- Muscle and Joint pain or “Foot drop: Poor Appetite
- Constipation Numbness
- Hyperactivity Nausea
- “Lead line” on the gums “Wrist drop” (weakness or soreness of extensor muscles)
- Dizziness Pallor
- Metallic taste in the mouth Weakness
- Fine Tremors

**Reproductive Effects**

Chronic overexposure to lead impairs the reproductive systems of both men and women.

Overexposure to lead may result in decreased sex drive, impotence, and sterility in men. Lead can alter the structure of sperm cells raising the risks of birth defects. There is evidence of increased rates of miscarriages and stillbirths in women whose husbands were overexposed themselves. In women, lead may result in decreased fertility and abnormal menstrual cycles.



**Title: 2.1 Lead Awareness**

Research now shows that lead, even at very low concentrations, can have toxic effects on the developing fetus.

Lead toxicity may miscarriage or premature births as well as other problems. Infants born with only slightly elevated blood levels have been found to have developmental problems. It is important to note that scientific evidence suggests that the current Occupational Safety and Health Administration (OSHA) medical removal level may not adequately protect the fetus of pregnant female employees.

**Hazards**

Pure lead (Pb) is a heavy metal at room temperature and pressure and is a basic chemical element. It can combine with various other substances to form numerous lead compounds. The Permissible Exposure Limit (PEL) set by OSHA is 50 micrograms of lead per cubic meter of air (50 ug/m<sup>3</sup>), averaged over an 8-hour workday. Lead can be absorbed by inhalation (breathing) and ingestion (eating). Lead is not absorbed through your skin. When lead is scattered in the air as a dust, fume or mist it can be inhaled and absorbed through the lungs and upper respiratory tract. Lead can also be absorbed through the digestive system if swallowed. Handling food, cigarettes, chewing tobacco, or make-up, which have lead contamination or handling them with hands contaminated with lead, will contribute to ingestion.

A significant portion of inhaled or ingested lead goes into the blood stream. Once in the blood stream, lead is circulated throughout the body and stored in various organs and body tissues. Some of this lead is quickly filtered out of the body and excreted, but some remains in the blood and other tissues. As exposure to lead continues, the amount stored in the body will increase. Lead stored in body tissues can cause irreversible damage, first to individual cells, then to organs and whole body systems.

### **Short-term (acute) effects of overexposure to lead**

Lead is a potent, systemic poison. Taken in large enough doses, lead can kill in a matter of days. A condition affecting the brain called acute encephalopathy may arise which develops quickly to seizures, coma, and death from cardio respiratory arrest. There is no sharp dividing line between rapidly developing acute effects of lead, and chronic effects, which take longer to acquire. Lead adversely affects numerous body systems, and causes forms of health impairment and disease, which arise after periods of exposure as short as days or as long as several years.

### **Long-term (chronic) effective of overexposure to lead**

Chronic overexposure to lead may result in severe damage to blood-forming, nervous, urinary and reproductive systems. Some common symptoms of chronic overexposure include loss of appetite, metallic taste in the mouth, anxiety, constipation, nausea, pallor, excessive tiredness, weakness, insomnia, headache, nervous irritability, muscle and joint pain or soreness, fine tremors, numbness, dizziness, hyperactivity and colic. In lead colic there may be severe abdominal pain.

Monitoring and analysis methods shall have accuracy (to a confidence level of 95%) of not less than plus or minus 20 percent for airborne concentrations of lead equal to or greater than 30 ug/m(3).

Where a determination shows the possibility of any employee exposure at or above the action level, PIONEER PRODUATION SERVICES, INC shall conduct monitoring, which is representative of the exposure for each employee in the workplace, or process area who is exposed to lead. For the purposes of monitoring requirements, employee exposure is that exposure which would occur if the employee were not using a respirator. Monitoring and sample collection shall cover full shift (for at least 7 continuous hours) personal samples including at

least one sample for each shift for each job classification in each work area. Full shift personal samples must be representative of the monitored employee's regular, daily exposure to lead.

### **Monitoring Frequency At or Above Action Level and Below PEL**

Every 6 months if the initial determination or subsequent monitoring reveals employee exposure to be at or above the action level but below the permissible exposure limit. This monitoring (6 month frequency) will continue until at least two consecutive measurements, taken at least 7 days apart, are below the action level.

### **Above PEL**

If the initial monitoring reveals that employee exposure is above the permissible exposure limit PIONEER PRODUCTION SERVICES, INC will repeat monitoring quarterly. Quarterly monitoring will continue until at least two consecutive measurements, taken at least 7 days apart, are below the PEL but at or above the action level.

### **Additional Monitoring**

Whenever there has been a production, process, control or personnel change, which may result in new or additional exposure to lead, or whenever any other reason to suspect a change, which may result in new or additional exposures to lead, additional monitoring will be conducted.

### **Medical Removal**

PIONEER PRODUCTION SERVICES, INC shall provide temporary medical removal with Medical Removal Protection benefits of an employee from work having an exposure to lead at or above the action level on each occasion that a periodic and a follow-up blood-sampling test will be conducted. Pursuant the employee's blood lead level is at or above 60ug/100g of whole blood.



### **Employee Notification of Monitoring Results**

Within 15 working days after the receipt of monitoring results, each employee will be notified in writing of the results, which represent that employee's exposure. Whenever the results indicate that the representative employee exposure, without regard to respirators, exceeds the permissible exposure limit, the written notice will include a statement that the permissible exposure limit was exceeded and a description of the corrective action taken or to be taken to reduce exposure to or below the permissible exposure limit.

### **Observation of monitoring**

PIONEER PRODUCTION SERVICES, INC provides affected employees or their designated representatives an opportunity to observe any monitoring of employee exposure to lead.

### **Observation Procedures**

Whenever observation of the monitoring of employee exposure to lead requires entry into an area where the use of respirators, protective clothing or equipment is required, PIONEER PRODUCTION SERVICES, INC will provide the observer with and assure the use of respirators, clothing and equipment required, and will require the observer to comply with all other applicable safety and health procedures.

Without interfering with the monitoring, observers are entitled to:

- Receive an explanation of the measurement procedures
- Observe all steps related to the monitoring of lead performed at the place of exposure
- Record the results obtained or receive copies of the results when returned by the laboratory

### **Medical Surveillance**

PIONEER PRODUCTION SERVICES, INC has instituted a medical surveillance program for all employees who are or may be exposed above the action level for more than 30 days per year. This medical surveillance program and all medical examinations and procedures are performed



**Title: 2.1 Lead Awareness**

by or under the supervision of a licensed physician. The program functions under the requirements of OSHA Standard 1910.1025.

Elements of the program include:

- Biological monitoring
- Employee notification
- Medical examinations and consultations
- Medical removal protection
- Medical removal protection benefits

**Lead Health Hazard Information for Employees**

Prevention of adverse health effects for most workers from exposure to lead throughout a working lifetime requires that worker blood lead (PbB) levels be maintained at or below forty micrograms per one hundred grams of whole blood (40 ug/100g). The blood lead levels of workers (both male and female workers) who intend to have children should be maintained below 30 ug/100g to minimize adverse reproductive health effects to the parents and to the developing fetus. The measurement of your blood lead level is the most useful indicator of the amount of lead being absorbed by your body. Blood lead levels (PbB) are most often reported in units of milligrams (mg) or micrograms (ug) of lead (1 mg=1000 ug) per 100 grams (100g), 100 milliliters (100 ml) or deciliter (dl) of blood. These three units are essentially the same. Sometime PbB's are expressed in the form of mg% or ug%. This is a shorthand notation for 100g, 100 ml, or dl. PbB measurements show the amount of lead circulating in your blood stream, but do not give any information about the amount of lead stored in your various tissues. PbB measurements merely show current absorption of lead, not the effect that lead is having on your body or the effects that past lead exposure may have already caused. Past research into lead-related diseases, however, has focused heavily on associations between PbBs and various diseases. As a result, your PbB is an important indicator of the likelihood that you will gradually acquire a lead-related



**Title: 2.1 Lead Awareness**

health impairment or disease. Once your blood lead level climbs above 40 ug/100g, your risk of disease increases. There is a wide variability of individual response to lead, thus it is difficult to say that a particular PbB in a given person will cause a particular effect. Studies have associated fatal encephalopathy with PbBs as low as 150 ug/100g. Other studies have shown other forms of diseases in some workers with PbBs well below 80 ug/100g. Your PbB is a crucial indicator of the risks to your health, but one other factor is also extremely important. This factor is the length of time you have had elevated PbBs. The longer you have an elevated PbB, the greater the risk that large quantities of lead are being gradually stored in your organs and tissues (body burden). The greater your overall body burden, the greater the chances of substantial permanent damage. The best way to prevent all forms of lead-related impairments and diseases-both short term and long term- is to maintain your PbB below 40 ug/100g.

You as a worker have a responsibility to assist in complying with PIONEER PRODUCTION SERVICES, INC program. You play a key role in protecting your own health by learning about the lead hazards and their control, learning what PIONEER PRODUCTION SERVICES, INC program requires and following management and supervisor requirements where they govern your own actions.

Blood sampling & monitoring will be conducted every months. The sampling & monitoring should be performed at least monthly during the removal period. Any employee with elevated lead levels will be temporarily removed. The Employee will be notified in writing within five days when lead levels are not acceptable. The employee will require temporary medical removal with Medical removal Protection benefits.

**Protective Clothing & Equipment**

If an employee is exposed to lead above the PEL, without regard to the use of respirators or where the possibility of skin or eye irritation exists, PIONEER PRODUCTION SERVICES, INC

will provide at no cost to the employee appropriate protective work clothing and equipment such as, but not limited to:

- Coveralls or similar full-body work clothing;
- Gloves, hats, and shoes or disposable shoe coverlets; and
- Face shields, vented goggles, or other appropriate protective equipment

### **Respirators**

When respirators are used to supplement engineering and work practice controls to comply with the PEL and all other requirements have been met, employee exposure, for the purpose of determining compliance with the PEL, may be considered to be at the level provided by the protection factor of the respirator for those periods the respirator is worn. Those periods may be averaged with exposure levels during periods when respirators are not worn to determine the employee's daily TWA exposure. The respiratory protection program will be conducted in accordance with 29 CFR 1910.134 (b) through (d) (except (d) (1) (iii)), and (f) through (m). BCI will provide a powered air-purifying respirator when an employee chooses to use this type of respirator and such a respirator provides adequate protection to the employee.

### **Respirators must be used during:**

- Periods necessary to install or implement engineering or work-practice controls.
- Work operations for which engineering and work-practice controls are not sufficient to reduce employee exposures to or below the permissible exposure limit.
- Periods when an employee requests a respirator

### **Cleaning and Replacement – PIONEER PRODUCTION SERVICES, INC will:**



**Title: 2.1 Lead Awareness**

- provide the protective clothing in a clean and dry condition at least weekly, and daily to employees whose exposure levels without regard to a respirator are over 200 ug/m(3) of lead as an 8-hour TWA.
- provide for the cleaning, laundering, or disposal of protective clothing and equipment
- Repair or replace required protective clothing and equipment as needed to maintain their effectiveness.
- assure that all protective clothing is removed at the completion of a work shift only in change rooms provided for that purpose
- Assure that contaminated protective clothing which is to be cleaned, laundered, or disposed of, is placed in a closed container in the change-room which prevents dispersion of lead outside the container.
- Inform in writing any person who cleans or launders protective clothing or equipment of the potentially harmful effects of exposure to lead.
- Assure that the containers of contaminated protective clothing and equipment required by paragraph (g) (2) (v) are labeled as follows: CAUTION: CLOTHING CONTAMINATED WITH LEAD. DO NOT REMOVE DUST BY BLOWING OR SHAKING. DISPOSE OF LEAD CONTAMINATED WASH WATER IN ACCORDANCE WITH APPLICABLE LOCAL, STATE, OR FEDERAL REGULATIONS.
- Prohibit the removal of lead from protective clothing or equipment by blowing, shaking, or any other means which disperses lead into the air.

**Housekeeping**

- All surfaces shall be maintained as free as practicable of accumulations of lead.
- Floors and other surfaces where lead accumulates may not be cleaned by the use of compressed air.

**Title: 2.1 Lead Awareness**

- Shoveling, dry or wet sweeping, and brushing may be used only where vacuuming or other equally effective methods have been tried and found not to be effective.
- Where vacuuming methods are used, the vacuums shall be used and emptied in a manner, which minimizes the reentry of lead into the workplace.

**Hygiene Facilities & Practices**

The following is requirements pertain to all areas where employees are exposed to lead above the PEL, without regard to the use of respirators:

- No storage or consumption of food or beverages
- No tobacco product storage or use
- No cosmetics stored or used
- No personal clothing or articles, except in authorized change areas

**Change rooms**

Clean change rooms are provided for employees who work in areas where their airborne exposure to lead is above the PEL. Change rooms are equipped with separate storage facilities for protective work clothing and equipment and for street clothes, which prevent cross-contamination. Employees who are required to shower after work shifts are not allowed to leave the workplace wearing any clothing or equipment worn during the work shift.

**Showers**

Employees who work in areas where their airborne exposure to lead is above the PEL must shower at the end of the each work shift.

**Lunchrooms**

Separate lunchroom facilities are provided for employees who work in areas where their airborne exposure to lead is above the PEL. These facilities are temperature controlled, have positive pressure and filtered air supply, and are readily accessible to employees. All affected employees must wash their hands and face prior to eating, drinking, smoking or applying cosmetics in the lunchroom area. Employees may not enter lunchroom facilities with protective work clothing or equipment unless surface lead dust has been removed by vacuuming, down draft booth, or other cleaning method.

### **Lavatories**

An adequate number of separate lavatory facilities are maintained for employees who work in lead controlled process areas. If the possibility of cross-contamination occurs, employees must report to the closest, appropriate lavatory to wash his or her hands and face.

### **Signs**

Proper signs will be posted at the entrance and exits to all lead hazard areas, No other signs or statements may appear on or near any lead hazard sign which contradicts or detracts from the meaning of the required sign. Employees must abide by any signage indicating the possible presence of lead. All lead hazard signs will be kept illuminated and cleaned as necessary so that the legend is readily visible. The signs will contain the following or other appropriate wording/warning:

- WARNING
- LEAD WORK AREA
- POISON
- NO SMOKING OR EATING



### **Purpose**

This section describes the requirements for working around or with Asbestos.

### **Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

### **Responsibilities**

PIONEER PRODUCTION SERVICES, INC will be responsible for:

- Employee notification and training
- Engineering controls
- Exposure Monitoring
- Supplying PPE for Employees
- Medical surveillance/recordkeeping
- Provide hygiene facilities

### **Training**

All employees who may be exposed to airborne concentrations of asbestos shall be provided training at no cost to the employee. Training shall be conducted prior to work beginning, and annually thereafter. The employee will understand the effects associated with exposure to asbestos. Information will also be included about the relationship on smoking & exposure to asbestos producing lung cancer. A training certificate will be given and maintained.

Training shall include:

- Health effects and the relationship between smoking and exposure to asbestos producing lung cancer.
- Specific nature of operations which could result in exposure to asbestos.
- Engineering controls



**Title: 2.2 Asbestos Awareness**

- Procedures implemented to protect employees from exposure
- Respiratory protection
- Medical surveillance
- Signage

Asbestos Awareness Training is required for employees whose work activities may contact Asbestos Containing Material (ACM) or Presumed Asbestos Containing Material (PACM) but do not disturb the ACM or PACM during their work activities.

**Permissible Exposure Limits**

PIONEER PRODUCTION SERVICES, INC shall ensure that no employee to an airborne concentration of asbestos in excess of 1.0 fiber per cubic centimeter or air as averaged over a sampling period of 30 minutes.

**Engineering Controls**

PIONEER PRODUCTION SERVICES, INC shall institute engineering controls and work practices to reduce and maintain exposure to asbestos to or below the TWA (Time Weighted Average). Access is limited to regulated areas. When work practices that can be instituted are not sufficient enough to reduce employee exposure to of below the TWA and or excursion limit, the employee shall use them to reduce employee exposure to the lowest levels achievable by the use of:

- Respiratory protection
- Ventilation
- Wet methods

**Title: 2.2 Asbestos Awareness**

- Respirators shall be provided at no cost to the employees. The use of respirators shall follow the rules and regulations of the PIONEER PRODUCTION SERVICES, INC respiratory protection program.

Respirators shall be used in the following for circumstances:

- Work practice controls
- Work operations
- To reduce exposure in emergencies.

All hand operated tools or compressed air tools that may produce asbestos fibers in the air shall be accompanied by a local ventilation system.

In areas where airborne concentrations of asbestos are present, Access shall be limited to authorized employees only. No eating, drinking, smoking, or chewing tobacco will be allowed in these areas. If employees working immediately adjacent to a Class I asbestos jobs are exposed to asbestos due to the inadequate containment of such job, their employer shall either remove the employees from the area until the enclosure breach is repaired; or perform an initial exposure assessment pursuant to 1926.1101(f).

Signs and labels shall identify the material which is present, its location, and appropriate work practices which, if followed, will ensure that Asbestos Containing Material (ACM) and/or Presumed Asbestos Containing Material (PACM) will not be disturbed. The employer shall ensure that employees working in and adjacent to regulated areas comprehend the warning signs. Exposure to asbestos has been shown to cause lung cancer, asbestosis, mesothelioma, and cancer of the stomach and colon.

**Exposure Monitoring**



**Title: 2.2 Asbestos Awareness**

PIONEER PRODUCTION SERVICES, INC shall perform initial monitoring of employees who are, or may reasonably be expected to be exposed to airborne concentrations at or above the TWA permissible exposure limit.

Representative 8-hour TWA employee exposures shall be determined on the basis of one or more samples representing full shift exposures for each shift for each employee in each job classification in each work area.

After the initial samples have been taken, other samples shall be of such frequency and pattern as to represent with reasonable accuracy the levels of exposure of the employees.

The following are possible locations where employees may be exposed to Asbestos during their job functions: Asbestos materials are used in the manufacture of heat-resistant clothing, automotive brake and clutch linings, and a variety of building materials including insulation, soundproofing, floor tiles, roofing felts, ceiling tiles, asbestos-cement pipe and sheet, and fire-resistant drywall. Asbestos is also present in pipe and boiler insulation materials, pipeline wrap and in sprayed-on materials located on beams, in crawlspaces, and between walls.

Friable means that the material can be crumbled with hand pressure and is therefore likely to emit fibers. The fibrous or fluffy sprayed-on materials used for fireproofing, insulation, or sound proofing are considered to be friable, and they readily release airborne fibers if disturbed.

Materials such as vinyl-asbestos floor tile or roofing felts are considered non-friable and generally do not emit airborne fibers unless subjected to sanding or sawing operations. Asbestos cement pipe or sheet can emit airborne fibers if the materials are cut, abraded or sawed, or if they are broken during demolition operations.

**PPE**



**Title: 2.2 Asbestos Awareness**

PIONEER PRODUCTION SERVICES, INC shall provide employees, at no cost, the proper PPE for the job task. Limitations of the PPE can be found in the PPE policy. These items include but are not limited to:

- Coveralls (Tyvek)
- Gloves
- Head coverings
- Foot coverings
- Vented goggles
- Face shields
- Respirators

Removal of work clothes shall be done in change rooms that prevent contamination of the employee's street clothes.

Lunch rooms shall be of the type that have a positive pressure, filtered air supply and are readily accessible by employees.

Smoking areas shall be of the type where employees are not occupationally exposed to asbestos.

**Housekeeping**

PIONEER PRODUCTION SERVICES, INC employees who perform housekeeping activities during and after construction activities during and after construction shall be covered by the asbestos standard. The work area will have posted signs and labels that meet OSHA requirements.

**Medical Surveillance**





**Title: 2.2 Asbestos Awareness**

PIONEER PRODUCTION SERVICES, INC shall ensure that all medical examinations and procedures are performed by or under the supervision of a licensed physician without cost to an employee.

Physical examination shall consist of all systems with emphasis on the:

- Respiratory system
- Cardiovascular system
- Digestive tract.

Periodic examinations shall be made available annually.

PIONEER PRODUCTION SERVICES, INC will provide a copy of the physician's written opinion within 30 days of receipt.

All records and results shall be kept in a central location for at least 30 years.



**Title: 2.3 Benzene Awareness**

**Purpose**

This section describes the requirements for working near benzene. In industry, benzene is widely used in the United States to make other chemicals, some types of plastics, resins, nylon and synthetic fibers, detergents, rubbers, lubricants, dyes, drugs, and pesticides. It can be found in petroleum refining sites, tank gauging, etc. It ranks in the top 20 chemicals for production volume. Benzene is also a natural part of crude oil, gasoline, and cigarette smoke. Benzene is colorless, toxic, flammable, and has an aromatic odor. The Occupational Safety and Health administration (OSHA) estimates that losses can be reduced tremendously if proper safety precautions and preparation at job sites are initiated. This poses a serious problem for exposed workers and their employer.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**General**

PIONEER PRODUCTION SERVICES, INC will ensure that Standard Practice Instructions, shall institute engineering controls and work practices to reduce and maintain employee exposure to benzene at or below the permissible exposure limits, except to the extent that PIONEER PRODUCTION SERVICES, INC establish that these controls are not feasible or where the provisions do not exceed to or below 10ppm as an 8-hour TWA or that benzene is used in a workplace less than a total of 30 days per year.

**Responsibility**

PIONEER PRODUCTION SERVICES, INC HS&E Dept is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The HS&E Manager is the sole person authorized to amend these instructions and is authorized



**Title: 2.3 Benzene Awareness**

to halt any operation of PIONEER PRODUCTION SERVICES, INC where there is danger of serious personal injury.

**Employee Training**

All employees involved with benzene will be provided training to fully understand the safety and health hazards of benzene and processes they work with, for the protection of themselves, their fellow employees, and the citizens of nearby communities. Training requirements will be clearly defined. The affected employees to be trained and what subjects are to be covered in their training will be delineated and the course of instruction will be developed based on these requirements. Goals and objectives will be clearly defined. The learning goals or objectives will be written in clear measurable terms before the training begins. These goals and objectives will be tailored to each of the specific training modules or segments. Training plans will describe the important actions and conditions under which the employee will demonstrate competence or knowledge as well as what is acceptable performance. Hands-on-training will be conducted where ever possible.

- Initial training. Training shall be conducted prior to job assignment. PIONEER PRODUCTION SERVICES, INC shall provide training to ensure that employees understand the safety and health hazards of benzene and processes they work with.
- Refresher training. Careful consideration will be given to assure that employees are receiving current and updated training. The training content shall be identical to initial training and include any changes in the process or scope of work. Refresher training will be conducted on an annual basis.

**Written Program**



**Title: 2.3 Benzene Awareness**

This written program shall include a schedule for development and implementation of the engineering and work practice controls. These plans shall be reviewed and revised as appropriate based on the most recent exposure monitoring data to reflect the current status of this program.

Effective implementation of this program requires support from all levels of management within PIONEER PRODUCTION SERVICES, INC. This written program will be communicated to all personnel that are affected by it. Written plans shall be accessible to the assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, the director of the National Institute for Occupational Safety and Health U.S Department of Health and Human Services, or designee. It encompasses the total workplace, regardless of number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

**General**

Process safety management is the proactive identification, evaluation and mitigation or prevention of benzene releases that could occur as a result of failures in process, procedures or equipment.

The major objective of process safety management of benzene is to prevent unwanted releases of benzene especially into locations, which could expose our employees and or community to serious hazards.

**Employee Involvement in Process Safety Management**

Employees have the right to know their exposure to benzene, in work areas such as, Petroleum refining sites, tank gauging locations, and in the field. They should also be informed by PIONEER PRODUCTION SERVICES, INC about the owners contingency plan provisions; employees must be informed where benzene is used and is made aware of the safety rules. Section 304 of the Clean Air Act Amendments states that employers are to consult with their employees



**Title: 2.3 Benzene Awareness**

and their representatives regarding the employers' efforts in the development and implementation of the process safety management program. Section 304 also requires us to train and educate our employees and to inform affected employees of the findings from incident investigations conducted under the process safety management program. It is PIONEER PRODUCTION SERVICES, INC policy that not only will we consult with our employees regarding efforts to develop and implement process safety management programs, but that we will, where ever possible, integrally involve our employees in the entire process. This is essential because employees of PIONEER PRODUCTION SERVICES, INC comprise the best determination of process safety procedures, and solutions to process safety problems peculiar to our business.

**Investigation of incidents and near misses**

Incident investigation will be directed by PIONEER PRODUCTION SERVICES, INC HS&E Department. The investigation will be initiated as promptly as possible, but no more than 48 hours following the incident. The investigation will focus on the process of identifying the underlying causes of incidents and implementing steps to prevent similar events from occurring. Routine process safety investigations will be conducted on all PIONEER PRODUCTION SERVICES, INC processes. The investigation will be conducted to discover process conditions and work practices that could be determined to lead to toxic releases, accidents and industrial illnesses.

**Job Safety and Environmental Analysis**

Will be conducted in an organized and systematic effort to identify and analyze the significance of potential hazards associated with the processing or handling of benzene. Information obtained from this process will assist in making decisions for improving safety and reducing the consequences of unwanted or unplanned releases of benzene.

### **Use of Contractors**

Whenever contractors are used to perform work in and around processes that involve benzene, they will need to be provided with site-specific training so that they can accomplish the desired job tasks without compromising the safety and health of employees at this facility.

- Contract employees must perform their work safely. Considering that contractors often perform very specialized and potentially hazardous tasks such as confined space entry activities and non-routine repair activities it is quite important that their activities be controlled while they are working on or near a covered process.

### **Pre-Startup safety review**

For new processes, A Job Safety Environmental Analysis Worksheet will be conducted to improve the design and construction of the process from a reliability and quality point of view. The initial startup procedures and normal operating procedures will be fully evaluated as part of the pre startup review to assure a safe transfer into the normal operating mode for meeting the process parameters.

### **Quality Assurance**

Will be used to ensure that the proper materials of construction are used, that fabrication and inspection procedures are proper, and that installation procedures recognize field installation concerns. The quality assurance program is an essential part of the mechanical integrity program and will help to maintain the first and secondary lines of defense that have been designed into the process to prevent unwanted chemical releases or those which control or mitigate a release.

### **Non-routine Work Authorizations**

Non-routine work conducted in process areas will be controlled by the supervisor of the area in a consistent manner. The known hazards involving the work that is to be accomplished will be

communicated to those doing the work, but also to those operating personnel whose actions could affect the safety of the process.

### **Health Risks**

Benzene can affect you if it is:

- Inhaled
- Swallowed
- Skin contact

Acute symptoms may include:

- Feeling breathless
- Irritable
- Euphoric
- Eye irritation
- Nose irritation
- Irritation of the respiratory tract

Chronic symptoms may include:

- Blood disorders
- Anemia
- leukemia

### **Respiratory Protection**

When respiratory protection is necessary to protect the health of employees, PIONEER PRODUCTION SERVICES, INC will provide appropriate respirators. PIONEER

PRODUCTION SERVICES, INC will establish a written respiratory protection program and assure it implementation accordance with OSHA 29 CFR 1910.134.

- Respiratory protection is required when:
- When time periods are necessary to install or implement feasible engineering and work practices.
- When work environment is oxygen deficient or contains a concentration of an air contaminant in excess of the OSHA Permissible Exposure Level (PEL), Time-weighted average limits (TWA) and/or Short Term Exposure Limit (STEL).
- Emergencies.

#### **Respiratory Selection:**

- Only PIONEER PRODUCTION SERVICES, INC certified personnel perform the selection of respirators.
- Respirators shall be selected according to airborne concentrations of benzene or condition of use.
- Only NIOSH approved respirators will be used.

#### **Personal Protective Equipment (PPE)**

Personal protective clothing and equipment shall be worn where appropriate to prevent eye contact and limit dermal exposure to liquid benzene. PIONEER PRODUCTION SERVICES, INC shall provide protective clothing and equipment at no cost to the employee. Requirements include gloves, sleeves, aprons, boots, shall meet the requirements of OSHA Standard 29 CFR 1910.133.

#### **Emergency Response**





**Title: 2.3 Benzene Awareness**

PIONEER PRODUCTION SERVICES, INC employees shall be made aware of the emergency response plans for their jobsite in the event of an emergency. They must be aware of muster points, spill control measures, PPE, and any additional rules pertaining to that jobsite.

**Medical Surveillance**

PIONEER PRODUCTION SERVICES, INC shall make available a medical surveillance program for employees who are or may be exposed to benzene at or above the action level 30 or more days per year; or may be exposed to benzene at or above the PELs 10 or more days per year; or who have been exposed to more than 10 ppm of benzene for 30 or more days in a year prior to the effective date of the standard. PIONEER PRODUCTION SERVICES, INC shall assure that all medical examinations and procedures are performed by or supervised by a licensed physician and all laboratory tests are conducted by an accredited laboratory at no cost to employee and shall provide an annual medical examination following previous examination.

**Flammability**

Benzene is highly flammable and vapors may form explosive mixtures in air. Fire extinguishers must be readily available. Smoking is prohibited in areas where benzene is used or stored.

**Signs and Labels**

Signs shall be posted at entrances to regulated areas and shall bear the following legend:

**DANGER**  
**BENZENE**  
**CANCER HAZARD**  
**FLAMMABLE – NO SMOKING**  
**AUTHORIZED PERSONNEL ONLY**  
**RESPIRATOR REQUIRED**



All containers of benzene should be labeled and bear the following legend:

**DANGER**  
**CONTAINS BENZENE**  
**CANCER HAZARD**

The labels shall comply with the requirements of OSHA Standard 29 CFR 1910.1200(f)

**Material Safety Data Sheets**

PIONEER PRODUCTION SERVICES, INC shall have available access to material data sheets (MSDS) that addresses benzene and complies with OSHA Standard 29 CFR 1910.1200.

## A. INTRODUCTION

This program will be communicated to all personnel that are affected by it.

## B. SCOPE/OVERVIEW

Hydrogen Sulfide is a colorless gas possessing the disagreeable odor associated with rotten eggs. It is occasionally encountered naturally as the result of decay of organic waste. Sewage and swamp water, for example, typically contain dissolved hydrogen sulfide. We sometimes hear that such materials “smell like sulfur.” But elemental sulfur is an odorless solid; what is actually meant is that such materials smell like hydrogen sulfide. Some amount of hydrogen sulfide is almost always present in our atmosphere.

## C. HEALTH AFFECTS

Continued inhalation in an atmosphere containing hydrogen sulfide causes dizziness and the onset of a headache. One deep breath of pure hydrogen sulfide maybe fatal unless artificial resuscitation is started within 3-6 minutes. ; breathing a concentration of 600 ppm by volume is fatal within 30 minutes. Since it possesses such a disagreeable odor, most people are initially aware of its presence. However, hydrogen sulfide also deadens the sense of smell rapidly. Thus individuals who remain in an atmosphere containing hydrogen sulfide become oblivious to its presence and may inhale dangerous or lethal amounts unknowingly.

### **DO NOT DEPEND UPON YOUR SENSE OF SMELL TO DETECT H<sub>2</sub>S!**

There is evidence to suggest that individuals who drink alcohol or use certain medications can be overcome by lower than normal concentrations of Hydrogen Sulfide. Do not drink alcohol within 24 hours of working in an area where Hydrogen Sulfide might be present, and make your supervisor aware of any medications you are taking

prior to working in an area where Hydrogen Sulfide might be present.

#### **D. D. OSHA/NIOSH OVERVIEW**

Hydrogen Sulfide is available industrially, mainly as a liquid, in containers. It is primarily used in the chemical industry to produce other sulfur-containing compounds, but hydrogen sulfide is also used in the metallurgical industry. In the workplace, OSHA regulates the exposure of employees to hydrogen sulfide. NIOSH stipulates a permissible exposure limit of 10 ppm by volume of hydrogen sulfide without personal protective equipment.

#### **E. DOT OVERVIEW**

The Department of Transportation regulates Hydrogen Sulfide as a poisonous gas. Containers are labeled POISON GAS and FLAMMABLE GAS, and their transport vehicles are similarly placarded.

#### **F. F. NFPA OVERVIEW**

**Description:** Colorless gas; offensive strong odor similar to rotten eggs.

**Fire and Explosion Hazard:** Flammable gas. Forms explosive mixtures with air.

**Flammable Range:** 4.3% and 45%.

**Ignition Temperature:** 500 degrees.

**Vapor Density:** 1.2, (vapors are heavier than air) (air = 1.0) will seek lower areas.

**Boiling Point:** -76 degrees.

Hydrogen 14:2 Sulfide (H<sub>2</sub>S)

**Freezing Point:** -117 degrees.

**Chemical Abstract Service (CAS) Number:** 7783-06-4.

#### **G. GENERAL REQUIREMENTS**

PIONEER PRODUCTION SERVICES, INC will establish Hydrogen Sulfide operational procedures through the use of this document.

1. Facility Evaluation. This employer shall evaluate our facility(s) or host employer facilities to determine if any work area meets the criteria for designation as a Hydrogen Sulfide Hazard Area.

## **H. PROCEDURES FOR ATMOSPHERIC TESTING**

Atmospheric testing for Hydrogen Sulfide Hazard Areas is required for two distinct purposes: Evaluation of the hazards of the work area and verification that acceptable entry conditions for entry into that area exist.

1. Evaluation testing. PIONEER PRODUCTION SERVICES, INC will ensure that the atmosphere is analyzed using equipment of sufficient sensitivity and specificity to identify and evaluate any hazardous atmospheres that may exist or arise. Evaluation and interpretation of these data, and development of the entry procedure, will be done by, or reviewed by a competent person based on evaluation of all serious hazards. The internal atmosphere will be tested, with a calibrated direct-reading instrument, for the following conditions in the order given:
  - Oxygen content (19.5% - 23.5%) OSHA Mandated
  - Flammable gases and vapors OSHA Mandated
  - Potential toxic air contaminants OSHA Mandated
  - Airborne combustible dusts Site Specific
2. Verification testing. The atmosphere of a work area designated as a permit space, which may contain a hazardous atmosphere will be tested for residues of all contaminants identified by evaluation testing using permit specified equipment to

**Title: 2.4 Hydrogen Sulfide (H<sub>2</sub>S) Awareness**

determine that residual concentrations at the time of testing and entry are within the range of acceptable entry conditions. Results of testing (i.e., actual concentration, etc.) will be recorded on the permit in the space provided adjacent to the stipulated acceptable entry condition. The atmosphere will be verified, with a calibrated direct-reading instrument, for the following conditions in the order given:

- Oxygen content (19.5% - 23.5%) OSHA Mandated
- Flammable gases and vapors OSHA Mandated
- Potential toxic air contaminants OSHA Mandated
- Airborne combustible dusts Site Specific

3. Duration of testing. Measurement of values for each atmospheric parameter will be made for at least the minimum response time of the test instrument specified by the manufacturer.

4. Testing stratified atmospheres. When monitoring for entries involving a descent into atmospheres that may be stratified, the atmospheric envelope will be tested a distance of approximately 4 feet (1.22 m) in the direction of travel and to each side. If a sampling probe is used, the entrant's rate of progress will be slowed to accommodate the sampling speed and detector response. The stratified atmosphere will be tested, with a calibrated direct-reading instrument, for the following conditions in the order given:

5. Hydrogen 14:3 Sulfide (H<sub>2</sub>S)

- Oxygen content (19.5% - 23.5%) OSHA Mandated
- Flammable gases and vapors OSHA Mandated
- Potential toxic air contaminants OSHA Mandated
- Airborne combustible dusts Site Specific

6. Measurements.

- a. Eight Hour Time Weighted Average (TWA) Evaluations. Where possible 8hr TWAs will be taken so that the average eight-hour exposure is based on a single eight-hour sample. Air samples will be taken in the employee's breathing zone and by qualified personnel.
- b. Ceiling Evaluations. Where possible, measurements to determine employee ceiling exposure will be taken during periods of maximum expected airborne concentrations of hydrogen Sulfide. Each measurement will consist of a fifteen (15) minute sample or series of consecutive samples totaling fifteen (15) minutes. Air samples will be taken in the employee's breathing zone and by qualified personnel.
- c. Peak And Above Ceiling Evaluations. Measurements to determine employee peak exposure will be taken during periods of maximum expected airborne concentrations of Hydrogen Sulfide. Each measurement will consist of a ten (10) minute sample or series of consecutive samples totaling ten (10) minutes. A minimum of three measurements will be taken on one work shift and the highest of all measurements taken will be assumed to be an estimate of the employee's exposure. Air samples will be taken in the employee's breathing zone and by qualified personnel.
- d. Sampling Methods. Sampling and analysis will be conducted in accordance with acceptable industrial hygiene practices. Sampling data will be maintained for the duration of employment of the affected employee plus 30 years.

## **I. TRAINING**

1. Types of training. PIONEER PRODUCTION SERVICES, INC will determine whether training required for specific jobs will be conducted in a classroom or on-the-job. The degree of training provided shall be determined by the complexity of the job and the Hydrogen Sulfide exposure hazards associated with the individual job.

- Initial Training. Prior to job assignment, PIONEER PRODUCTION SERVICES, INC shall provide training to ensure that the hazards associated with Hydrogen Sulfide are understood by employees and that the knowledge, skills and personal protective equipment required are acquired by employees. The training shall as a minimum include the following:
  - Each authorized employee shall receive training in the recognition of applicable hazards involved with the particular job and job site, as well as the methods and means necessary for safe work.
  - The specific nature of the operation which could result in exposure to Hydrogen Sulfide.
  - The purpose, proper selection, fitting, use and limitation of personal protective equipment (PPE)
  - The adverse health effects associated with excessive exposure to Hydrogen Sulfide.
  - The engineering controls and work practices associated with the employee's job assignment, including training of employees to follow relevant good work practices.
  - The contents of any compliance plan in effect.



- Refresher Training. Scheduled refresher training will be conducted on an annual basis.

## **J. RETRAINING**

1. Retraining shall be provided for all affected employees as a minimum under the following conditions:
  - a. Whenever there is a change in job assignments.
  - b. Whenever there is a change in personal protective equipment.
  - c. Whenever there is a change in equipment that presents a new hazard.
  - d. Whenever there is a change in processes that presents a new hazard.
  - e. Whenever their work takes them into hazardous areas.
  - f. Whenever there is a change in Hydrogen Sulfide safety procedures.
  - g. Whenever safety procedure fails resulting in a near-miss, illness, or injury.
2. Additional retraining. Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever this employer has reason to believe, that there are deviations from or inadequacies in the employee's knowledge of known hazards, or use of equipment or procedures.
3. The retraining shall reestablish employee proficiency and introduce new equipment, or revised control methods and procedures, as necessary.
4. Certification. PIONEER PRODUCTION SERVICES, INC shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain a synopsis of the training conducted, each employee's name, and dates of training.

## **K. WORK OPERATIONS**

1. Work operations in which Hydrogen Sulfide may be encountered involve tank cleaning, welding, burning, cutting, brazing, grinding, and abrasive blasting, and general pipe fitting work.
2. All personnel working in an area where Hydrogen Sulfide is potentially present must use the Buddy System. This allows for a timely rescue of personnel who have been overcome by H<sub>2</sub>S.
3. Where Hydrogen Sulfide is present or potentially present in concentrations exceeding 10 PPM a Self Contained Breathing Apparatus (SCBA) must be worn.
4. Employee crew size will vary and employee job responsibilities will be that of their craft as stated in PIONEER PRODUCTION SERVICES, INC LLC policy manual. Specific additional responsibilities will be:
  - a. Superintendent/General Supervisor
    - Monitors procedure to ensure compliance with this work practice.
  - b. Supervisors
    - Ensures that the initial determination for potential Hydrogen Sulfide or toxic exposure has been accomplished before work begins.
    - Supervises the safe performance of work in accordance with this and other related work practices.
    - Assigns jobs only to qualified employees.
5. Employees
  - Use the protective and safety equipment as assigned and directed.
  - Abide by the requirements of this and site-specific work practices.

## **L. SPILL AND LEAK PROCEDURES**

Spill and leak procedures will largely depend on the capability and emergency procedures of the host employer. This employer will coordinate with the host employer to ensure adequate procedures are in place protection of all employees' (host and contractor) and the surrounding area.

1. Persons not wearing protective equipment and clothing will be restricted from areas of spills or leaks until cleanup has been completed.
2. Emergency Containment. Hydrogen Sulfide exposure can be fatal. Only authorized and trained emergency response personnel should attempt containment. If you are not trained in containment of Hydrogen Sulfide Gas, evacuate the area in accordance with established procedures. If Hydrogen Sulfide is spilled or leaked the following steps as a minimum should be taken.
  - a. Remove all ignition sources.
  - b. Ventilate the area of the spill or leak to disperse gas.
  - c. If in gaseous form, stop flow of gas. If source of leak is a cylinder and the leak cannot be stopped in place, remove the leaking cylinder to a safe place in the open air and repair the leak or allow the cylinder to empty.
  - d. If in a liquid form, allow to vaporize.

## **M. EMERGENCY FIRST AID PROCEDURES**

In the event of an emergency, institute first aid procedures and send for first aid or medical assistance in accordance with local procedures.

1. Eye Exposure: Wash immediately with large amounts of water. Lifting the lower and upper lids occasionally, get medical attention as soon as possible.
2. Skin Exposure: Immediately flush with copious amounts of water. Remove any clothing contaminated, and flush exposed skin areas, get medical attention as soon

**Title: 2.4 Hydrogen Sulfide (H<sub>2</sub>S) Awareness**

as possible.

3. Respiratory Exposure: Get the victim to fresh air immediately. If breathing has stopped, perform begin artificial resuscitation; if there is no pulse, begin CPR. Keep the victim warm and at rest. Get medical attention as soon as possible. Many victims of H<sub>2</sub>S poisoning vomit and may need assistance to keep their airway clear.
4. Rescue Considerations. Don't become a second victim - Put on SCBA then move the affected person from the hazardous area. If the exposed person has been overcome, initiate local emergency notification procedures. Understand the facility's emergency rescue procedures and know the locations of rescue equipment before the need arises.

**N. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Where Hydrogen Sulfide is present or potentially present in concentrations exceeding 10 PPM a Self Contained Breathing Apparatus (SCBA) must be worn. Due to the poor warning characteristics of H<sub>2</sub>S, air-purifying respirators (gas masks) are not appropriate. SCBAs must be used in accordance with the PIONEER PRODUCTION SERVICES, INC Respiratory Protection Program.

## A. NORM

### (NATURALLY OCCURRING RADIOACTIVE MATERIAL)

#### WHAT IS NORM?

Naturally Occurring Radioactive Material (NORM) is best described as radioactive material (elements) existing in our natural environment. “Technological Enhanced Natural Radioactive Material” (TENORM) is a more descriptive term for NORM as it occurs in oil and gas production. This description simply defines the existence of NORM in production equipment as the result of applied technologies. Technological processes provide for the transport of radioactive material from their existence beneath the Earth to the surface where it collects in production equipment. The majority of elements which create NORM in oil and gas production and processing operations are associated with the elements Uranium and/or Thorium. These unstable elements are in a constant state of radioactive decay as they emit portions of the nucleus in the form of energy. The energy given off is normally in the form of alpha, beta or gamma radiation.

- Alpha radiation is a low energy, slow moving particulate form of radiation which travels up to +/- 4 in. and can be shielded with a piece of paper or skin. Alpha radiation poses little external hazard. However, it can pose a significant internal hazard to the body.
- Beta radiation has less mass but higher energy particle radiation. Beta rays travel farther (+/- 12 feet) and require greater shielding, such as a sheet of aluminum or polyethylene.
- Beta radiation poses some external hazard to the body in addition to a significant internal hazard.
- Gamma radiation is a higher wave form energy and is usually associated with a Beta emission. It requires large amounts of shielding (usually lead) to reduce intensity. X-ray is a common form of this radiation. Gamma radiation is highly penetrating and is both an external and internal hazard to the body.



**Title: 2.5 NORM Awareness**

All radiation which poses an internal personal hazard does so through inhalation or ingestion. Personal exposure can be greatly reduced or eliminated through good hygiene. The presence of NORM in producing formations cannot be accurately predicted. If NORM is present in producing formations, it is normally transported to the surface with produced liquids (primarily water) and to a lesser extent, with solids (primarily sand). The NORM materials transported with liquids plate out and collect on the walls of production tubing and hardware in the form of barium or strontium sulfate (scale). The exception to this is Radon gas, which may be dissolved in produced water and released at atmospheric pressure. However, since Radon is a gas, it usually follows the gas production stream. Thus, Radon daughters (predominantly Lead-210) may accumulate in gas processing equipment as thin, often undetectable films on the interior surfaces of vessels, pumps, etc. Regardless of the method of transportation, as the materials accumulate the ability to detect their presence increases. If NORM is detected or known to exist, work procedures and processes must adhere to Federal regulations governing NORM. Although it is unlikely radiation levels significant enough to harm personnel will be encountered, normal precautions must be taken to reduce or eliminate exposure to personnel and the environment.

**B. GENERAL POLICY**

It is the policy of PIONEER PRODUCTION SERVICES, INC to identify the presence of NORM in it's operations and control the exposure to company personnel as well as the environment. PIONEER PRODUCTION SERVICES, INC will control potential exposure to NORM through identification, employee training, and safe handling procedures. Equipment and facilities with elevated radioactivity will be identified prior to performing any work and PIONEER PRODUCTION SERVICES, INC personnel to NORM environments. Site identification, safe practice provisions, storage and handling guidelines detailed in the remainder of this section apply to all facilities where an

elevated level of radioactivity has been exhibited. The waste, property and equipment disposition provisions are applicable where a radioactive level in excess of governmental mandated ceilings or acceptable industry standards has been detected.

### **C. RESPONSIBILITIES**

1. Provide training covering personal protective equipment requirements (PPE), safety precautions and handling procedures to all employees working with potential NORM tainted equipment, material, sands and/or solids.
2. Ensure employees performing equipment repair (on-site, off-site) are advised of the potential presence of NORM and that PPE requirements, safety precautions and handling procedures are being followed.
3. Ensure proper packaging, shipping papers, labels, and placards are provided prior to transport of NORM containing equipment, materials and sands and/or soils.
4. Ensure that a survey of tubing, equipment, materials, sands and/or soils is performed to determine the presence of NORM prior to releasing for repair or disposal.
5. PIONEER PRODUCTION SERVICES, INC plan administrator, HSE Manager, has the responsibility of ensuring adherence to PIONEER PRODUCTION SERVICES, INC NORM policy.

### **D. PERSONAL SAFETY**

Measurements of NORM levels in the majority of producing operations to date have been well below the standards for both public health and employee exposure protection. However, the purpose of this guideline is to minimize employee exposure to the low levels of radioactivity in the equipment where NORM does exist.

1. Basic Radiation Exposure Methods
  - a) External (penetration through the skin) Gamma radiation exposure.

- Contaminated equipment
  - Contaminated soil
2. Internal (Alpha, Beta and Gamma) radiation exposure.
- Inhalation of Radon or NORM particles
  - Ingestion of NORM radio-nuclides

## 2. Basic NORM Exposure Precautions

The following guidelines are applicable to all activities associated with exposure or potential exposure to NORM and should be followed at all times.

- a) Advise employees and contractors of the presence of NORM and any precautionary guidelines to be followed.
- b) Direct skin contact with NORM containing scale and solids will be avoided to the maximum extent possible.
- c) Eating, drinking, smoking and chewing will not be allowed in the immediate area where work is being performed on contaminated equipment or contaminated soils are being handled.
- d) Personnel will thoroughly wash their hands and face after working on or around contaminated equipment and prior to eating, drinking, smoking or chewing.
- e) NORM containing scale and solids will be handled in the wet state to minimize airborne particles.
- f) The number of personnel in the work area will be kept to an absolute minimum.
- g) Activities which could potentially create airborne NORM particles such as grinding, drilling, polishing, welding or brazing will require the use of a NIOSH approved high efficiency particulate respirator suitable for low level radio nuclides. **NOTE: THE USE OF A RESPIRATOR REQUIRES SPECIALIZED TRAINING**



AND PHYSICAL EXAMINATIONS.

- h) Suitable disposable coveralls, slicker suits, etc. shall be worn.
- i) Impervious gloves and rubber boots shall be worn.
- j) Work will be conducted in well-ventilated areas. If natural ventilation is not sufficient, forced ventilation will be installed to remove gases and airborne particulate.
- k) Plastic ground covers shall be used whenever possible to contain contaminants which may fall to the ground.
- l) Additional radiation monitoring shall be conducted during the time work on contaminated equipment is being performed.
- m) Protective gloves, clothing, apparatus, rags, etc., should be decontaminated after use. If decontamination is not possible, those articles should be placed in properly labeled drums for subsequent disposal.
- n) Personnel shall be monitored following completion of work.

3. NORM Surveys

A competent person designated by PIONEER PRODUCTION SERVICES, INC plan administrator shall perform NORM surveys for all suspected NORM contaminated materials. Monitoring guidelines will be as follows:

- a) Maximum allowable dose rate to an individual is 1250 mR/calendar quarter.
- 4. Approximately 2.4 mR/hour for an 8 hour shift in a 40 hour week.
- 5. b) Exposure monitoring is required for a dose exceeding 350 mR/calendar quarter.
- 6. Approximately 0.6 mR/hour an hour for an 8 hour shift.
- 7. c) OSHA regulates exposures to airborne radioactive material by

reference to the Nuclear Regulatory Commission regulations.

- 4. Controlling and Minimizing Exposure
  - a) Measure all sources and levels of radiation.
  - b) Minimize time spent in radiation areas.
  - c) Maximize the distance between you and source.
  - d) Shields are to be used to block and reduce radiation levels.

## **E. TRAINING**

- Awareness Level Training
  - 1. All employees engaged in work assignments where the potential for NORM accumulation exists, will be trained to an awareness level on the subject of
  - 2. NORM. Training will be done prior to exposure and annually thereafter.
  - 3. Areas of training are as follows:
    - Recognition of potential NORM containing equipment and material
    - Health effects associated with exposure to low-level radiation
    - Methods by which NORM may enter the body.
    - Safety precautions and personal protective equipment.
    - Handling procedures for dismantling equipment, vessel and tank entry, scale removal, equipment repair, pulling and rattling tubing, etc.
    - Normal and emergency operational procedures.
  - 4. Records of persons receiving Awareness Level Training will be documented and maintained in the training data base.



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**EXPOSURE CONTROL PLAN**

Worker's who have direct exposure to blood and other potentially infectious materials on their jobs run the risk of contracting bloodborne infections from Hepatitis B (HBV), Hepatitis C (HCV), human immunodeficiency virus (HIV) and other pathogens. Wearing proper personal protective equipment and following established controls can reduce the risk associated with any exposure to bloodborne infections.

**Job Classifications with Occupational Exposures**

The following are job classifications that could reasonably result in contact with blood or other potentially infectious materials while on the performance of employee's duties:

1. First Aid Trained Employees
2. EMT / Paramedic
3. Safety Personnel

Note: Employees for whom providing First Aid is a collateral duty are covered by the Bloodborne Pathogen Standard (29 CFR 1910.1030); however, they are not required to be offered the pre-exposure Hepatitis B vaccination. EMTs/Paramedics & Safety Personnel must be offered the pre-exposure Hepatitis B vaccination.

**Tasks and Procedures**

The following is a list of closely related job/tasks that are performed by employees that could result in occupational exposure:

1. First Aid/CPR
2. Immunization injections
3. Cleaning accident scenes
4. Disposing of medical wastes

Note: The above exposure (Jobs/Tasks) determinations are made without regard to any use of personal protective equipment.

Note: When conditions allow, only qualified medical personnel or certified first aid responders should administer treatment to injured personnel.

1. Engineering Controls

Eliminating the problem/exposure completely is always the first priority. However, whenever this is not feasible and exposure conditions continue to exist, even after the implementation of engineering control measures, then personal protective measures should be used.

2. Controls to Minimize Potential Exposure:

- a) Treat all human blood and body fluids as if they were infected with HBV, HCV, HIV, or other infectious materials.
- b) When specific controls are not in place, personal protective equipment shall be worn.
- c) Wash hands before and after each patient contact and after removing any personal protective equipment. Other areas of contact, including the mucous membranes, should be washed/flushed as soon as possible after contact with blood or potentially infectious materials. If wash facilities are not available, use antiseptic towels until wash facilities become available.
- d) Remove personal protective equipment (PPE) immediately upon leaving the work area and place in designated storage area/container for washing, decontamination, or disposal.
- e) All bandages, towels, PPE, and other items that have been contaminated and/or possibly contaminated shall be disposed of in a labeled and/or red color-coded container designated for biohazard waste. (see the Biohazard Label) Biohazard
- f) Used needles and other sharps should not be sheared, bent, broken or re-sheathed by hand. Used needles and all other contaminated material should immediately be disposed of in a puncture resistant, leak proof

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container properly labeled or color coded red to denote hazardous contents. Containers must have a lid and are stored in their upright position to keep liquids and sharps inside. NEVER REACH INSIDE A SHARPS CONTAINER WITH YOUR HAND.

- g) Any procedures involving blood or other infectious materials shall be performed to minimize any splashing and/or spraying.
- h) Work surfaces shall be decontaminated with an appropriate disinfectant after completion of any procedures. An approved disinfectant is ten parts water and one part bleach.
- i) Using the mouth for suctioning/pipetting of blood or other potentially infectious materials is strictly prohibited.
- j) All items that are considered contaminated by PIONEER PRODUCTION SERVICES, INC universal precaution policy, that are designated for storage, disposal, decontamination, washing and/or shipment shall be examined to prevent leakage and to ensure proper labeling. A secondary container will be used if there is a potential for leakage. The container will be closed and sealed prior to being shipped and/or stored.
- k) Eating, drinking, smoking, applying cosmetics, handling contact lenses or performing other non-related activities are prohibited in work areas where a potential for exposure is present.
- l) Food and/or drink will not be stored in cabinets, refrigerators, and freezers where infectious materials are stored. These designated areas will be identified with a Biohazard label.
- m) Respirators should not be stored in areas where contamination is possible.

3. Personal Protective Equipment:

Wearing Personal Protective Equipment can significantly reduce health risks to employees exposed to blood and other infectious materials. PIONEER

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PRODUCTION SERVICES, INC will have the appropriate Personal Protective Equipment readily accessible and in the appropriate sizes to all employees that are working in tasks that put them at risk of occupational exposure at no cost to the employee.

- a) Gloves must be worn if the employee is expected to have hand contact with blood other potentially infectious materials, contaminated surfaces or when handling contaminated items. Single use latex gloves should not be washed or decontaminated for reuse. Gloves should be replaced as soon as practical when contaminated or as soon as feasible when there are signs of cracking, peeling, tearing and/or puncturing.
- b) Employees should wear eye and mouth protection when splashes, sprays, splatters, or droplets of potentially infectious materials pose a hazard through the eyes, nose or mouth. Eye and mouth protection may include masks and goggles or glasses with solid side shields, or chin-length face shields.
- c) Gowns, aprons or similar protective clothing should be worn in occupational exposure situations. Surgical caps and/or shoe covers or boots shall be worn if gross contamination is anticipated.
- d) Individual masks with one-way valves are to be used when performing CPR.
- e) An employee may temporarily choose to forego PPE, if in their professional opinion, the use of PPE would prevent delivery of health care. However, the circumstances will be investigated and documented in order to determine ways to avoid future occurrences.

**4. Pre-Exposure HBV Vaccinations**

- a. Pre-exposure Hepatitis B vaccination shall be made available to employees who perform occupational tasks with a potential occupational exposure to bloodborne

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pathogens. Employees who only render first aid rendered as a collateral duty, i.e. First Aid trained laborers, are exempt from this requirement.

b. Within 10 working days of initial assignment, the Hepatitis B vaccination shall be made available, at no cost, to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

c. Employees are not required to participate in a prescreening program as a prerequisite for receiving Hepatitis B vaccination.

d. Employees may decline the Hepatitis B vaccination. If this occurs, the fact that the employee declined the vaccination should be documented on a Hepatitis B Vaccination Declination Form.

e. If an employee initially declines the Hepatitis B vaccination but at a later decides to accept the vaccination, the Hepatitis B vaccination shall be made available to them at that time.

f. If a routine booster dose(s) of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available in accordance with section (f)(1)(ii).

**5. Reporting Exposure Incidents**

Exposure incidents can lead to infection from HBV, HCV and/or HIV. Reporting an incident permits immediate medical follow-up. Immediate intervention can forestall the development of HBV or HCV, enable the effected employee to track potential HIV infection, prevent further spreading of bloodborne infections and allow the employer to develop procedures to prevent future occurrences. If an employee reports an incident, management will:

- a) Provide the employee with a confidential medical examination and follow-up from a licensed health care provider. In order to participate,

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the employee must consent to blood testing. However, the employee may refuse testing at this time. If employee refuses blood testing, the blood sample will be held for 90 days in case the employee changes his/her mind.

- 1) The health care provider will counsel the employee about what happened and how to prevent the spread of any potential infection.
  - 2) The health care provider will recommend appropriate treatment.
  - 3) The health care provider will evaluate any reported illnesses and determine if the symptoms are HBV, HCV or HIV related.
- b) Will make every reasonable attempt to collect a sample of the source patient's blood and test it for HBV, HCV and HIV infection. This will be contingent on receiving permission from the source patient.
  - c) If the source patient tests positive or is in a high-risk category, the employee may be given Hepatitis B immune globulin and vaccination, as necessary.
  - d) If no information is available on the source patient, or the test is negative, and the employee does not have immunity or has not been vaccinated, the employee may receive the vaccination at no cost to the employee.
  - e) Provide the employee with a written physician's report submitted to the employer stating:
    - 1) If Hepatitis B vaccination was recommended.
    - 2) Recommended limitations upon the employee to receive Hepatitis B vaccination.
    - 3) Whether or not the employee received a Hepatitis B



vaccination.

- 4) Confirmation that the employee was informed of the results and told of any medical conditions resulting from exposure to blood which requires further evaluation and/or treatment.
- f) The employer shall ensure that all laboratory testing, medical evaluations, procedures, post-exposure evaluations and all necessary follow-ups are made available at no cost to the employee.

**NOTE:** The employee's medical files will remain confidential and will not be available for review, copying or disclosed to the employer or any other organization or person within or outside of PIONEER PRODUCTION SERVICES, INC without written consent of the employee.

#### 6. Recordkeeping

- a) Available information regarding bloodborne pathogen incidents/exposure will be kept in the employee's confidential medical file. The medical file will also include the employee's name, social security number, vaccination records, physician's written opinion, and a copy of all physical examinations, testing and treatments will also be kept on file.
- b) An entry to the OSHA 300 Form will be made regarding employees with diseases caused by occupational exposure to bloodborne pathogens. All injuries from sharps that are contaminated with potentially infectious body fluids must be entered on the OSHA 300 Form regardless of whether or not the injured person actually develops a Bloodborne Pathogen infection. Entries on the OSHA 300 Form associated with potential Bloodborne Pathogens exposure are "Privacy Cases".
- c) A record shall be kept for all training sessions, including date, instructors and qualifications, summary of the class and attendance for each session.

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- d) Health and training records will be made available to the employee or anyone else having the employee's written permission.
- e) All training records shall be maintained for 3 years from the date that the training occurred.
- f) If the employer ceases to do business, the employer shall transfer all records to the successor employer. The successor employer shall receive and maintain the records. If there is not a successor employer the records shall be transferred to the Director of the National Institute for Occupational Safety and Health (NIOSH). All affected employees shall be notified of their rights of access to the records at least three (3) months prior to cessation of the employer's business.
- g) A log or record shall be kept for the recording of injuries resulting from contaminated sharps. This information will be recorded and maintained so as to protect the confidentiality of the injured employee. This log shall contain:
  - a. The type or brand of device involved in the accident.
  - b. The department or work area where the exposure/incident occurred.
  - c. An explanation of how the incident occurred.
    - 1. This log shall be maintained for 5 years following the end of the year to which they relate.

**7. Training**

In order to increase employee awareness, PIONEER PRODUCTION SERVICES, INC will seek to furnish its employees with an Infection Control Training Program. Training will be conducted by a knowledge person and shall include the opportunity for employees to ask questions. The training program will consist of:

- a) General overview of Federal Register 29 CFR, Part 1910.1030, "Occupational Exposure to Bloodborne Pathogens".
- b) General explanation of the epidemiology and symptoms of bloodborne

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diseases.

- c) Transmission of bloodborne pathogens.
- d) Tasks/activities that may involve exposure to blood and other potentially infectious materials.
- e) Practices and procedures designed to reduce/minimize exposure.
- f) Selection and disposal of Personal Protective Equipment.
- g) Reporting an exposure incident and follow-up.
- h) Employee rights regarding exposure incidents, medical testing and follow-up.
- i) Hepatitis B vaccine.
- j) Confidentiality of test results and medical records.
- k) An explanation of the signs, labels and/or the use of red bags or red containers in the place of labels.



**A. RIGHT-TO-KNOW**

**INTRODUCTION**

1. The purpose of the PIONEER PRODUCTION SERVICES, INC hazard communication program is to alert employees to the presence of hazardous chemicals in the workplace and to show how to work safely with these chemicals. It is company policy that each individual understand emergency procedures and safety precautions associated with hazardous substances utilized both in the shop and field locations, including any non-English speaking personnel. The program shall be presented to them in their language as well. This program meets all requirements of 29 CFR 1910.1200, the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard. This policy applies to all PIONEER PRODUCTION SERVICES, INC locations, and their off-site operations. Any questions concerning this policy shall be directed to the Safety Coordinator.
2. This document shall be made available for review by any interested employee, contractor, authorized client representative, chemical suppliers, or OSHA compliance officer.

**B. RESPONSIBILITY**

1. The Manager of Safety and Training is responsible for the training of all employees in hazard communication procedures and for developing, implementing, and maintaining a hazard communication-training program. The Manager of Safety and Training may utilize resources such as in-house instructors, training vendors, videos, CBT, etc. to provide some or all of the training.

**C. HAZARD DETERMINATION**



**Title: 2.7 Hazard Communications**

1. Since PIONEER PRODUCTION SERVICES, INC does not manufacture chemicals, PIONEER PRODUCTION SERVICES, INC will rely on suppliers of purchased chemicals to conduct hazard determinations and provide Material Safety Data Sheets (MSDS). It shall be assumed that all chemical products, except for food and medications, are hazardous unless the manufacturer indicates otherwise in response to a request for a MSDS.
2. The Safety Coordinator shall be advised whenever any Company facility plans to introduce a new chemical into the workplace. An MSDS shall be forwarded to the Safety Coordinator for review prior to the purchase of the new chemical. The Safety Coordinator is responsible for evaluating the data and communicating the information to management, as well as to all affected employees before a final procurement decision is made.
3. The hazard determination process shall be repeated as necessary to insure the MSDS warnings are current. Specifically, updates of MSDS on file should be requested from suppliers at least annually.

**D. MATERIAL SAFETY DATA SHEETS (MSDS)**

1. The Safety Coordinator or their designee shall be responsible for obtaining the MSDS for each purchased chemical. A MSDS must be on file or included with the first shipment of chemical when received.
2. Copies of MSDS shall be maintained in a file readily accessible to all facility employees.

"Readily accessible" means that the employee does not need to contact a supervisor to obtain the information.

3. If PIONEER PRODUCTION SERVICES, INC is supplying one or more chemicals to a customer, or bringing a chemical into a customer's facility, MSDS for each product will accompany the shipment.



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4. If a chemical cleaning solution is to be blended at the customer's facility, an MSDS for each component chemical and the resulting blended product shall be included with the job paperwork. An authorized client representative should be asked to acknowledge receipt of this information. MSDSs should remain at the job site until work is complete and shall be made available to all workers in the area.
5. Other contractors performing work adjacent to, or in close proximity of "a" PIONEER PRODUCTION SERVICES, INC work site, will be provided with MSDS if requested by the contractor.
6. PIONEER PRODUCTION SERVICES, INC personnel shall request copies of all MSDS for substances in the client facility prior to performing any work with that (those) substance(s).
7. Since OSHA considers MSDSs to be Exposure Records in 29 CFR 1910.1020, they must be retained for a period of time after the product ceases to be used. When it is determined that a product is no longer at a facility and will never be used again, the MSDS for the product shall be removed from the active MSDS book, marked to indicate the approximate range of dates when the product was used; and placed in an inactive MSDS file. The documents in the inactive MSDS file shall be retained indefinitely

**E. CHEMICAL INVENTORY LISTS**

1. A listing of all chemicals currently in inventory and all chemicals purchased, inventoried, and/or used within the past calendar year shall be maintained by each PIONEER PRODUCTION SERVICES, INC facility. This listing should serve as an index to the MSDS file for each location.
2. These lists shall be maintained and updated by the Safety Coordinator or their designee. Chemical lists will be periodically reviewed by the Safety and

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Environmental Committee and made available to senior management upon request.

3. Some of the chemicals routinely used at PIONEER PRODUCTION SERVICES, INC, which must be on the list, include the following:
4. ABCOL Liquid Green
5. ACETLENE
6. Turbine Fuel
7. Caprinus ® U Oil 40
8. Caprinus ® XR 40
9. Diesel, No.2
10. Enviro-Degreaser
11. Exxon Offroad Diesel
12. Gadinia ® Oil 30
13. Gadinia ® Oil 40
14. Inner Lube
15. Inner Lube Clear
16. Low S No. 2 Diesel
17. Methanol
18. Mobile EAL 224H
19. Mobil Super HP 10W-40
20. Mobilegard 450
21. Mobilegard 629
22. Multimax Degreaser
23. Offroad Diesel No.2

**F. LABELING**

1. The contents of all stationary and portable containers at PIONEER

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PRODUCTION SERVICES, INC facilities must be readily identifiable. Employees must be able to identify which MSDS are associated with each container or group of containers. The term "container" includes vessels, tanks, drums, bags, pumps, and lab samples. Piping systems are not considered containers for the purpose of this policy.

2. Company locations that include laboratory facilities are required to provide labels, tags, or other means of identification on all laboratory supplies, lab samples, cans, bottles, or other containers within the lab and lab storage areas.
3. Containers of chemicals purchased by PIONEER PRODUCTION SERVICES, INC must be labeled by the supplier. These labels shall not be removed or defaced for any reason unless the container is emptied, properly cleaned and used for another purpose.
4. The Safety Coordinator is responsible for ensuring that all on-site containers are properly labeled as described herein.
5. The Safety Coordinator is also responsible for ensuring that all chemical containers leaving a Company facility are labeled in compliance with the OSHA standards. The labeling requirement for shipped products is in addition to and shall not conflict with any Department of Transportation (DOT) requirements.
6. If it becomes necessary to "create" a label for any mixture of chemicals (other than waste materials) the content and text of such labels shall be determined and reviewed by the Safety Coordinator using the guidelines of the ANSI Z129.1-1982 Labeling Standard. These labels shall be updated as necessary to insure the hazard warnings are current with published toxicity guidelines and physical hazard dates. Where applicable, labels such as the ones shown above will be printed in the specific language for non-English speaking personnel.
7. Day use containers are not required to be labeled. Day use containers are portable containers into which hazardous chemicals are transferred from labeled



containers, and which are intended only for the immediate use of the employee who performs the transfer.

8. The contents of piping systems must be identifiable by means of a label, color code or by referring to diagrams, such as Process and Instrument Diagrams. The methods for identifying the contents of piping systems may vary and the ones used at a particular job used be communicated to personnel during their site-specific orientation.

#### **G. EMPLOYEE TRAINING**

1. Information and documented training shall be provided by the Manager or designee to all employees prior to allowing them to perform duties with a potential for exposure to hazardous chemicals. The training shall normally be provided during the New Hire Orientation.
2. Specific information on chemical hazards shall be provided when:
  - Employees are newly hired or when they are assigned to a new location or facility for the first time.
  - New chemical hazards are introduced to the work site.
  - New toxicity or physical hazard information becomes available.
3. The training requirements shall include: (i) a test on the chemical hazards normally encountered in the workplace, (ii) reading and understanding MSDS and labels, (iii) personal protective equipment, and (iv) steps which can be taken to acquire additional information.
4. Employees must be instructed in the following topics:
  - Requirements of the OSHA Standard;
  - Operations in the workplace where hazardous substances are present;
  - Locations of MSDS, the PIONEER PRODUCTION SERVICES, INC

hazard communication program, and the list of hazardous chemicals found in the workplace;

- Methods to detect the presence or release of a hazardous substance in the workplace;
- Physical and health hazards of identified hazardous substances in the workplace;
- Personal protective equipment requirements for handling hazardous substances; and,
- PIONEER PRODUCTION SERVICES, INC hazard communication program. The Personnel Manager must provide new employees with information on hazardous chemicals in the employee's work area at the time of initial assignment. Training must also be provided when a new chemical is introduced into the work area, and refresher training must be provided on a yearly basis. The Personnel Manager must maintain training records in the employee's personnel file.

## **H. CONTRACT / CUSTOMER EMPLOYEES**

1. All Contractors / Customers working at PIONEER PRODUCTION SERVICES, INC are responsible for complying with the Hazard Communication Standard as it applies to their business. If Contractors / Customers bring chemicals to PIONEER PRODUCTION SERVICES, INC Facility or work site, such chemicals shall be labeled and a MSDS shall be provided to the Safety Coordinator or their designee.
2. The Safety Coordinator or their designee will advise contract / customer employees of any chemical to which they may be exposed while working under the direction Of PIONEER PRODUCTION SERVICES, INC personnel. Contract / customer employees shall be given access to information, including labels, MSDS, and chemical inventory lists.



**Title: 2.7 Hazard Communications**

3. Contract / customer employees shall receive training conforming to the requirements of the Hazardous Communication Standard. The Contractor / Customer shall certify in writing that such training has occurred.

**I. COMMUNICATION REQUIREMENTS FOR "NON-ROUTINE" TASKS**

1. The nature of PIONEER PRODUCTION SERVICES, INC business makes it impractical to provide advance training to all workers on all chemical hazards in the work place. As previously described, all affected employees will receive "generic" training providing a general background of chemical safety awareness. Additional "on the job" training and information may be available through:
  - a) The work order or job report describing the work assignment.
  - b) Work permits issued by the client prior to beginning each job.
  - c) The "tail-gate" Safety Meeting conducted by the on-site supervisor before each job.
  - d) Labels and other markings on containers, equipment, vessels, and operating areas in the client's plant.



**A. INTRODUCTION**

The purpose of this program is to establish procedures, formal training guidelines, and expectations for personnel working at RCRA sites that help comply with federal standards. The laws covering these activities include:

- a. Resources Conservation Recovery Act (RCRA)
- b. Comprehensive Environmental Response, Compensation, and Liability Act, or
- c. Superfund Act (CERCLA)
- d. Superfund Amendment and Reauthorization Act (SARA)
- e. 29 CFR 1910.1200 Hazard Communication (Right-to-Know)
- f. 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response
- g. “HAZWOPER” Final Rule
- h. f. Oil Pollution Act of 1990

**B. PURPOSE**

This program applies to any personnel working at a RCRA site. PIONEER PRODUCTION SERVICES, INC personnel may be involved in this type of work activity as part of spill response activities. Once the initial control and containment is established, the spill site may be considered a hazardous waste site governed by RCRA (this determination will probably be made by a regulatory agency such as EPA or USCG). During the initial control and containment phase of a spill, activities will be performed in accordance with the Facility Response Plan or Vessel Response Plan. Spill response activities in support of other companies will be performed in accordance with their Hazwoper Emergency Response Plan or OPA 90 plans.

**C. RESPONSIBILITIES**

PIONEER PRODUCTION SERVICES, INC management is responsible for ensuring that employees have completed the training required by this procedure. Additional

responsibilities include:

- a. Ensuring that employees have been properly trained.
- b. The implementation of this policy.
- c. Documentation of completion by each employee.
- d. Coordinating command and control of work activities with regulatory agencies and other companies.
- e. Ensuring the resources (funds, equipment, personnel, etc.) for safe and effective work are available.
- f. The HSE coordinator is responsible for aiding in the implementation of this procedure.
- g. Additional responsibilities include, but not limited to:
- h. Keeping management informed of any incidents related to this procedure.
- i. Conducting inspections to identify any violation of his policy.
- j. Functioning as the company Safety and Health Officer for HAZWOPER activities or assuring that a competent person is designated to fulfill this role.
- k. Developing the job-specific Site Safety and Health Plan.
- l. Coordinating the site Hazard Assessment.
- m. The supervisor in charge of each crew is responsible for protecting the safety of personnel and the environment while working at a RCRA site. Additional responsibilities include but not limited to:
  - Ensuring that all affected company personnel have been made aware of the company procedures on this matter.
  - Ensuring that all employees follow the procedures in this policy.
  - Report any environmental incidents to HSE coordinator.

PIONEER PRODUCTION SERVICES, INC personnel are responsible for protecting the safety of personnel and the environment while working at a RCRA site. Additional responsibilities

include but not limited to:

- Completing the required training on this policy.
- Implementing the training received on this policy.
- Recognizing hazards that could impact PIONEER PRODUCTION SERVICES, INC
- Making their supervisor aware of any hazard encountered.

#### **D. PROCEDURE**

OSHA regulations require the development of a written Safety and Health Plan for each hazardous waste site cleanup operation.

- a. The plan must evaluate, identify, control safety and health hazards.
- b. Establishes the policies and procedures necessary to protect the workers and the public from positive hazards at the site
- c. The plan must:
  - Detail the specific chain of command
  - Address tasks and objectives of the operations
  - Address the operations site specific procedures
- d. The employer must develop the plan before any work begins and must go over the plan with each and every worker before anyone enters the site to begin work.
- e. Provide for Emergency Response
- f. The plan must be revised and updated whenever new information becomes available; it is a “living document”.
- g. The plan must be kept on site and be accessible to all workers and their representatives.

#### **E. REMEDIAL ACTION**



**Title: 2.8 Hazardous Waste / Resource Conservation Recovery Act**

Most of the cleanups are known as “remedial actions” and are of the non-emergency type. They can last over a long period of time. They begin after the more immediate (emergency) problems have been controlled. The work involves getting rid of the hazardous material and restoring the site to a normal situation. Many activities are needed, involving people, skills and crafts and much equipment built just for waste cleanup work along with support facilities and crews.

Before the cleanup starts, a very thorough safety and health plan should be done at the same time that the general work plan for the site is being developed. At most sites of this type, the site has been thoroughly investigated and studied and the materials on the site found, identified and the risks assessed.

Even though a lot is known about the hazards at a site, the safety and health plan must provide for unexpected site emergencies that may happen as the work is being done. Being prepared for unexpected emergencies and having plans is the best way to reduce or eliminate possible injuries.

Engineering controls, work practices and PPE shall be used to reduce and maintain exposure limits. Engineering controls may include the use of pressurized cabs or control booths on equipment and/or the use of remotely operated material handling equipment.

To develop the site safety and health plan a great deal of background information should be collected and used that includes not only information about the hazards (chemicals, explosives, radioactive materials, etc.) at the site but also information on surrounding populations and use of land, normal weather conditions, type of ground (topography), soil and underground water.

## F. CONTENT

The law requires as a minimum, that the site safety and health plan must name the key persons and alternates responsible for safety and health at the site. One person must be designated as the safety and health officer. This person must be present on site, be responsible to the employer and have the authority and knowledge needed to make the plan work. This plan must describe the safety and health risks for each site task and operation, which includes information on all known or suspected hazards. This plan must describe:

- The level of worker training required, including any special training that is needed;
- The personal protective gear to be worn during various site operations; and ,
- Any site specific medical monitoring requirement
- The program for periodic air monitoring, personnel monitoring, and environmental sampling. This should cover the types and frequency of monitoring, instruments used and the methods of calibration and maintenance of equipment.
- Site control measures which includes site work zones, use of the “buddy” system and site communication, as well as a site map

Each safety and health plan should be specific to each hazardous waste site. Each plan will be different from any others, even though all plans may contain similar types of information. The information presented in the above sections of this plan are general in nature and personnel should recognize that when they are working on a specific site this general information will be changed to meet the specific requirements of that site. However, the specific information in the site safety and health plan prepared for that site



should be used.

#### **G. KEY PERSONNEL AND ALTERNATES (ORGANIZATION)**

One person must be designated as the site Safety and Health Officer (S&HO). Emergency telephone numbers and addresses must be listed in the plan (and posted in a conspicuous place).

An organization chart indicating those who are in authority and responsible must be clearly known by the workers. Some of these may include:

- a. Project Team Leader (or manager)
- b. Site Safety and Health Officer
- c. Field Team Leader
- d. Emergency Coordinator
- e. Command Post Supervisor
- f. Decontamination Station Coordinator
- g. Rescue Team Member

It is important that each worker knows who to contact regarding the various problems that occur in waste site cleanup activities.

#### **H. SITE SPECIFIC MEDICAL MONITORING**

Medical monitoring requirements will vary from site to site depending on the conditions at a given site. They may also vary from worker to worker depending on the routine tasks each is doing. While it is often impossible to identify every toxic substance at a waste site, certain types of substances or chemicals are more likely to be found than others. The safety and health plan will identify the standard medical monitoring program for each type of worker at a particular site.

Any additional special monitoring requirements must also be listed in the plan. The

program shall be provided to the employees at no cost. Any personnel injured or who develop symptoms due to exposure of hazards must be included in the medical surveillance program. All members of the HAZMAT team must be included in the medical surveillance program.

### **I. AIR MONITORING REQUIREMENTS**

Air monitoring shall be used to identify and qualify airborne levels of hazardous substances. It will be addressed before initial entry and periodically thereafter. It shall be conducted where there is a possible IDLH condition and wherever exposure may be possible. The following shall be identified:

- a. Task-specific conditions
- b. Duration
- c. Hazards
- d. Potential hazards
- e. Guide for PPE assessment

The planned activities at the site will generally establish how often monitoring is done to ensure worker protection. The safety plan must also tell about maintenance and calibration procedures relative to each instrument used.

### **J. DECONTAMINATION PROCEDURE**

Each project undertaken will require a site-specific Decontamination Procedure and the same basic procedure will apply to all procedures developed. A site-specific Decontamination Procedure will be developed for each project undertaken that will minimize employee contact with hazardous substances or with equipment that has contacted hazardous substances. This procedure will be communicated to all employees, and will be implemented before any employees or equipment are allowed to enter areas on the site where potential for exposure to hazardous chemicals exist.



All employees leaving a contaminated area will be properly decontaminated when leaving a contaminated area, and all contaminated clothing and equipment leaving a contaminated area shall be properly disposed of or decontaminated. Decontamination procedures shall be monitored by the site safety and health supervisor to determine effectiveness. When such procedures are found to be ineffective, appropriate steps shall be taken to correct any deficiencies.

Decontamination shall be performed in geographical areas that will minimize the exposure of uncontaminated employees or equipment to contaminated employees or equipment. PPE and equipment shall be decontaminated, cleaned, laundered, and maintained as needed to maintain their effectiveness.

Employees whose non-impermeable clothing becomes wetted with hazardous substances shall immediately remove that clothing and proceed to shower. The clothing shall be disposed of or decontaminated before it is removed from the work zone. Unauthorized employees shall not remove protective clothing from the change room. Where the decontamination procedures indicates a need for regular showers and change rooms outside of a contaminated area, they shall be provided and meet the requirements of 29 CFR 1910.141. If temperature conditions prevent the efficient use of water then other effective means for cleansing shall be provided and used.

#### **K. STANDARD OPERATING PROCEDURES**

There are many guides or procedures for performing the variety of work associated with activities at hazardous waste sites. These may be administrative, technical or management oriented and personnel may have administered procedures of these types in other work activities in which they have been involved (e.g., construction, maintenance,

etc.). Such procedures are typically used to provide uniform instructions for accomplishing a specific job. The safety-oriented procedures are also part of most types of work you have encountered before. However, at hazardous waste sites, the safety-oriented procedures become a major part of the preparation for work activity. The unknown conditions, the large number of potentially hazardous chemicals and the differing types of hazards (i.e., toxicity, radiation, fire, and explosion) require the development of extensive and comprehensive standard operating safety procedures. These are more complicated than those needed for more routine and predictable conditions such as asbestos removal.

#### **L. DEVELOPMENT OF STANDARD OPERATING PROCEDURES**

The major consideration in preparing for hazardous waste site operations is the health and safety of site personnel. Work must be done efficiently and in a manner that protects both the worker and surrounding environment, including community residents. The right equipment and trained personnel, combined with standard operating procedures, help reduce the possibility of harm to site personnel. For procedures to be effective they must be:

- Written in advance
- Based on the best available information, operational principles, and technical guidance.
- Field tested, reviewed, and revised when necessary by competent safety professionals.
- Used for training and periodic retraining of personnel.

Many of the procedures involved in hazardous waste site cleanup activities are primarily concerned with health and safety. These should be general in nature and independent of the type of site or incident. They are then adapted or changed to meet site-specific requirements, then each hazardous waste site must be evaluated to determine its hazards

and risks. Personnel must go on site to accomplish specific tasks. Work is required to prevent or reduce harmful substances from leaving the site due to the nature of human activities. Containment, cleanup, and disposal activities may be required. These activities require that safety procedures be developed or existing procedures modified so that on-site personnel are protected during operations.

### M. SITE CONTROL

*Work Zones* - A work zone on a site is where hazardous substances are involved that may contribute to the unwanted movement of contaminants from the site to uncontaminated areas.

Site personnel and equipment may become contaminated that could result in transferring the material into clean areas. Also, material may become airborne due to its volatility or the disturbance of contaminated soil may cause it to become windblown. In order to minimize the movement of hazardous substances from the site, contamination control procedures are needed, and two general methods are used:

- Establishing site work zones
- Removing contaminants from people and equipment (decontamination).

*Control at the Site* - Any hazardous waste site must be controlled to reduce the possibility of:

- Contact with any contaminants present
- Removal of contaminants by personnel or equipment leaving the site.

The possibility of exposure or movement of substances can be reduced or eliminated in a number of ways including:

- Setting up security and physical barriers to exclude unnecessary personnel from

the general area.

- Minimizing the number of personnel and equipment on site consistent with effective operations.
- Establishing work zones within the site.
- Establishing control points to regulate access to work zones.
- Conducting operations in a manner to reduce the exposure of personnel and equipment and to eliminate the personnel for airborne movement.
- Using appropriate decontamination procedures.

One method of preventing or reducing the movement of contaminants is to identify zones on the site in which various types of operations occur. Movement of personnel and equipment between zones and onto the site itself would be limited by access control points. Normally three adjoining zones are used:

- Zone 1 - Exclusion Zone
- Zone 2 - Contamination Reduction Zone
- Zone 3 - Support Zone

#### *Zone 1 - Hot Zone*

The exclusion or Hot zone, the innermost of three areas, is the zone where contamination does occur. All people entering the Hot zone must wear the appropriate level of protection. An access control point must be established at the boundary of the Hot zone to regulate the flow of personnel and equipment into and out of the zone and to confirm that the procedures established to enter and exit are followed. The outer boundary of the Hot zone, the hotline, is initially established by visually surveying the immediate surroundings of the site and determining where the hazardous substances involved are located and where there may be

- Drainage

**Title: 2.8 Hazardous Waste / Resource Conservation Recovery Act**

- Leachate, or
- Spilled material

Determining the boundaries can also be provided by data from the initial site survey indicating the presence of organic or inorganic vapors/gases or particulates in air, combustible gases, and radiation or the results of water and soil sampling. In addition, other factors that should be considered include the distances needed to prevent fire or an explosion from affecting personnel outside the zone, the physical area necessary to conduct site operations and the potential for contaminants to be blown from the area. Once the hot zone has been determined, it should be physically secured, fenced, or well-defined by landmarks. As operations proceed, the boundary may be relocated as information becomes available from a hazard assessment or monitoring.

Personal protective equipment to be worn inside the Hot zone is designated based on site-specific conditions including the type of work to be done and the hazards that might be encountered.

Frequently within the exclusion zone, different levels of protection are justified. Sub areas should be specified and clearly marked as to whether level A, B, or C protection is required. The level of protection is determined by the measured concentration of substances in air, potential for contamination, and the known or suspected presence of highly toxic substances. Different levels of protection might also be designated by job assignment, for example:

- Collecting samples from open containers might require Level B protection, while for walk-through ambient air monitoring, Level C protection might be sufficient.
- The assignment, when appropriate, of different levels of protection within the Hot zone generally makes for a more flexible, effective, and less costly operation while still maintaining a high degree of safety.

*Zone 2- Warm Zone*

Between the Hot zone and the support or cold zone is the contamination reduction zone or warm zone which provides a transition between contaminated and clean zones (See figure 1).

This zone serves as a buffer to further reduce the probability of the clean zone becoming contaminated or being affected by other existing hazards. It provides additional assurance that the physical transfer of contaminating substances on people, equipment, or in the air is limited through a combination of decontamination, distance between Hot and Cold zones, air dilution, zone restrictions, and work functions.

Decontamination procedures take place in designated areas within the Warm zone. They begin at the hotline. Normally there are two:

- One for personnel
- One for heavy equipment

Depending on the size of the operation, more than two may be necessary. Exit from the Hot zone must be through a contamination reduction corridor to the warm zone. As operations proceed, the area around the decontamination station may become contaminated but to a much lesser degree than the Hot zone. On a relative basis, the amount of contaminants should decrease from the hotline to the cold zone due to the distance involved and the decontamination procedures used.

The boundary between the cold zone and the warm zone is the **contamination control line**. It separates the possibly low contamination area from the clean support (cold) zone. Access to the warm zone from the cold zone should be through a control point. Personnel entering this area should wear the prescribed personal protective equipment, if required, for working in the warm zone. Entering the cold zone requires removal of any protection equipment worn in the warm zone. The personnel stationed in the warm zone are usually



the site safety officer, Personnel Decontamination Station (PDS) operators, and the emergency response personnel. The Warm

Zone must be well designed to facilitate decontamination of equipment personnel, and samples.

- Emergency response – transport for injured personnel (safety harness, stretcher), first-aid equipment such as bandages, blankets, eye wash, splints, and water, and containment equipment (absorbent, fire extinguisher).
- Equipment resupply – air tank changes, personal protective clothing and equipment such as booties and gloves, sampling equipment (bottles and glass rods), and tools.
- Sample packaging and preparations for on-site or off site laboratories.

### *Zone 3 – Cold Zone*

The support (cold) zone is the outermost part of the site, and is considered a non-contaminated or clean area. Support equipment (command post, equipment trailer, etc.) is located in this zone and traffic is restricted to authorized response personnel.

Since normal work clothes are appropriate within this zone, potentially contaminated personnel clothing, equipment, and samples are not permitted, but are left in the warm zone until they are decontaminated.

The command post is always located in the support (cold) zone and should serve as the communication center for all on site and off site activities relative to the operation. The location of the command post and other support facilities in the cold zone depends on a number of factors, including:

- Accessibility

**Title: 2.8 Hazardous Waste / Resource Conservation Recovery Act**

- Land surface characteristics
- Open space availability
- Locations of highways, railroad tracks
- Other limitation
- Wind direction
- The support facilities should always be located upwind of the Hot zone. However, shifts in wind direction and other conditions may be such that an ideal location based on wind direction alone does not exist.
- Resources
- Adequate roads, power lines, water and shelter



**Title: 2.9 Hazardous Waste Operations**

**Purpose**

This section describes the requirements for Hazardous Waste Operations.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**Responsibilities**

PIONEER PRODUCTION SERVICES, INC will be responsible for:

- Employee notification and training
- Engineering controls
- A basic understanding of terms and materials
- How to implement emergency response plan

All employees who may witness or discover a hazardous substance shall be trained as first responders, in an eight hour training course, with an annual refresher.

Training shall include:

- How to contained the release from a safe distance
- How to protect nearby persons, property, and the environment.
- How to notify the proper authorities
- Employees should be trained on the proper disposal method for wastes, to include general instruction on disposal of non-hazardous wastes, trash, or scrap materials, and the disposal of hazardous waste.

Some supervisors may be trained as level III responders (hazardous materials technician). They have been trained to take a more active role. They will be trained in a 24 hour course so they can



**Title: 2.9 Hazardous Waste Operations**

implement the employer's response plan. They can identify known and unknown materials by using field equipment. They know the proper PPE to use, and understand the hazard and risk assessment techniques. They will also know documentation and toxicology, and perform advanced containment. Proper certification will be given with annual refreshers.

Materials Specialist shall receive a 24 hour course with an annual refresher with the proper certification. They are able to develop a site safety plan.

The Incident Commander, will have all training and certifications of the first responder. This person can implement the program & system, PPE, hazard risks, state and federal regulations and decontamination.

All of our training is done by 3rd party trainers who have the training and academic credentials and instructional experience to demonstrate competency.

PIONEER PRODUCTION SERVICES, INC shall encourage proper segregation of waste materials to ensure opportunities for reuse or recycling.

**Emergency Response Plan**

An emergency response plan will be developed before any work on a job site commences. This plan will be kept on file and can be presented for inspection by any employee, their representatives and OSHA.

The emergency response plan shall include:

- Pre-emergency planning and coordination with outside parties
- Training and communications.
- Emergency recognition & prevention.



**Title: 2.9 Hazardous Waste Operations**

- Safe distances and places of refuge.

The senior official at an emergency response is the most senior official on the site who has the responsibility for controlling operations at the site.

**Health/ Environment**

If any employee exhibit signs or symptoms which may have resulted from exposure to Hazardous substances during the course of an emergency shall be provided with medical consultation.

Waste materials should be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles must be covered to prevent dispersion of waste materials and to control the potential for run-off.

All PPE will meet the requirements of 1910.120 (q) 3-5.

All post emergency response operations to remove hazardous substances, health hazards and materials contaminated with them, shall be removed by parity other than PIONEER PRODUCTION SERVICES, INC.

PIONEER PRODUCTION SERVICES, INC shall estimate the waste that will be generated prior to work being performed so that the need for containers and waste removal, if necessary, can be determined.

## Personal Hygiene

Personal hygiene is the basic concept of cleaning, grooming and caring for our bodies. While it is an important part of our daily lives at home, personal hygiene isn't just about combed shiny hair and brushed teeth; it's important for worker health and safety in the workplace.

Workers who pay attention to personal hygiene can prevent the spread of germs and disease, reduce their exposures to chemicals and contaminants, and avoid developing skin allergies, skin conditions, and chemical sensitivities.

The first principles of good hygiene are to avoid an exposure by forming a barrier over the skin with personal protective equipment (PPE) such as gloves, coveralls, and boots.

It is important to check the PPE often for excessive contamination, wear, tears, cuts, or pinholes. Workers should clean, decontaminate or replace protective equipment frequently to make sure it doesn't collect or absorb irritants. If protective equipment becomes too soiled during the job, the worker should stop and replace it with clean equipment.

Basic hand washing and skin care can prevent work exposures and disease. Good washing and scrubbing with water and soap helps to remove germs, contaminants, and chemicals. It can also prevent exposure by ingestion and cross-contamination of the surfaces and objects we touch.

Workers should periodically wash their hands during the day. In some jobs, regular hand washing is required by law. Hand washing is important before and after using the restroom and before or after certain activities. Workers should wash their hands before, during, and after preparing food and before they take breaks at work to eat, drink and smoke.

To control the spread of germs that can cause the flu or common cold, workers should wash their hands whenever they cough, sneeze, or blow their noses, and whenever they are around someone that is sick.



**Title: 2.10 Personal Hygiene**

Hand washing involves more than a quick rinse under a faucet. To wash hands properly, workers should first wet them under the faucet and then use liquid or bar soap. Hands should be held out of the water until all skin surfaces are scrubbed and lathered for at least twenty seconds. Workers can then rinse with clean water and dry their hands with a disposable towel.

To wash hands with a hand sanitizer, workers should apply the appropriate amount of sanitizer into the palm of the hand, and then rub hands together until they are dry, being careful to cover all surfaces of the hands. For some job activities, hand sanitizers are not an acceptable means of hand cleaning.

Showering and face-washing after work is also a good idea. Proper personal hygiene and hand protection can help keep workers productive and on the job. Be safely clean with good hygiene.

# **Pioneer Production Services, INC**

## **Safety and Environmental Management System Manual**

### **Section 3**



### **Hazard Analysis**



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## **Hazard Identification**

Hazards in a workplace can arise from a number of sources including:

- Poor workplace design;
- Hazardous tasks being performed in the workplace;
- Poorly designed plant being introduced into the workplace;
- Incorrect installation, commissioning, use, inspection, maintenance, service, repair or alteration of plant in the workplace; and
- People being exposed to hazardous substances, dangerous goods, processes or environment.

The hazard identification process is designed to identify all situations where people may possibly be exposed to injury, illness and disease arising.

Prior to the introduction of work in the workplace, it is essential for the hazard identification process to be carried out to identify whether there is any potential for injury, illness or disease associated with such introduction. Employees should familiarize themselves with the potential hazards and any eliminating or minimizing requirements.

PIONEER PRODUCTION SERVICES, INC employees will identify potential hazards by the use of JSA's. All employees and/or sub-contractors should review the completed JSEA form. They should indicate their agreement with the Job Steps to be performed and the safety precautions to be taken by printing and signing the form. Copies of the JSA shall be submitted to the PIONEER PRODUCTION SERVICES, INC HSE department to ensure all personnel is completing JSEA correctly.

The JSEA process is to be a routine part of job planning. Specifically:

- JSEA's shall be used to plan all jobs, routine and non-routine as well as new processes.



**Title: 3.1 Hazard Identification and Analysis**

- All personnel involved in the JSEA process will receive appropriate instruction in the JSEA technique.
- Line management will participate in JSEA development and review.
- When work being performed must deviate from the JSEA, the job should be suspended and the JSEA revised and communicated to all involved before work resumes.

JSEA forms should be filed to satisfy audit requirements and to be used as resources on future jobs.

Any other people or groups/sub-contractors that may be impacted by the work described on the JSEA should be made aware of the planned work and associated hazards or interface concerns. This can be accomplished through the location's Permit to Work System, planning meetings, or other site-specific methods of communication.

**Risk Assessment**

Employees will be trained in the hazard identification process including the use and care of proper PPE. Once the hazards have been identified, a risk assessment should be carried out in consultation with the relevant employees. The supervisor is responsible for making sure all identified hazards are addressed and mitigated by the use of Pre-Job safety plans and onsite inspections. Supervisors are also responsible for documenting all findings and corrective actions that have been acted upon.

The purpose of risk assessment is to classify/prioritize and address hazards based on the risk associated with the task. It also is used to determine whether there is any likelihood of injury, illness or disease associated with each of the potentially hazardous situations identified in the hazard identification process by considering:

**Title: 3.1 Hazard Identification and Analysis**

- Whether any person (employees and visitors) would be exposed to the identified situations under all possible scenarios (e.g. during installation, commissioning, erection, operation, inspection, maintenance, repair, service and cleaning of plant);
- What existing measures are in place to protect the health and safety of people who may be exposed; and
- How adequate the existing measures are for protecting the health and safety of people who may be exposed.
- Are any new hazards derived from any corrective measures

The adequacy of existing control measures should be considered if there is the potential that someone may be exposed to a particular situation.

Existing control measures should not be regarded as adequate simply because an incident hasn't occurred. This particularly applies where the existing control measures are only administrative controls (e.g. training, safety procedures, safety signs, supervision) or personal protective equipment (e.g. safety gloves, safety glasses).

**Introduction**

The Risk Assessment Matrix is a tool to assess the potential outcome of an incident in a standardized qualitative manner. The vertical axis displays the potential consequence of an incident and the horizontal axis displays the likelihood of this consequence to happen. The combination of potential consequence and likelihood defines the risk classification.

**Potential Consequence** is divided into levels running from “0” to “5”, indicating increasing severity. A potential consequence should be reasonable and credible, something that could have developed upon the release of the hazard. In the matrix the potential consequences are evaluated in addition to the actual ones. *(These are defined as the consequences that could have resulted from the released hazard if circumstances had been less favorable)*. If the actual consequence of a car crash is slight injury, the potential consequence could have been much more severe under less favorable circumstances, maybe major injury or even fatality.

The overall potential consequence of an incident is established for four different scenarios. These are **People, Assets, Environment and Reputation**. A combination of these is possible, but for analysis and reporting purposes only the highest potential consequence is used. A car incident can result in minor damage to the car (Assets 2) and a single fatality (People 4). Only the latter is then used in the incident classification.

**Likelihood** is also divided into five levels, which run from “Never heard of in the industry” to “Happens several times per year on the location or vessel”. The likelihood is estimated on the basis of historical evidence or experience. In other words: *“Has the potential consequence actually resulted from a similar incident within the industry, the company or at PIONEER PRODUCTION SERVICES, INC?”* Actual consequences have, by definition, occurred at **PIONEER PRODUCTION SERVICES, INC** and hence fall on **Likelihood C, D, or E on the risk matrix for the actual consequence level**.

*Note that this should not be confused with the likelihood that the hazard is released - it is the likelihood of the estimated consequences occurring.*

Example 1:

A car roll over may be assessed as having a potential consequence of a fatality (level 4). The likelihood used for the risk assessment is that of a *fatality resulting from the roll over*, not the roll over itself.

Example 2:

A large dropped object may have the potential to kill someone or cause major damage to an asset. The likelihood used for the risk assessment is determined by *how often a person is killed or major damage occurs*, not how often large objects are dropped.

**Recommended steps:** Use these steps to determine the potential risk of an incident or near miss for people, environment, assets and reputation.

1. Select the Consequence severity that could potentially occur to People in rows “0” through “5.” Use the table below for further definition of the consequences to People given in the matrix.
2. Next select the likelihood of the potential outcome occurring in column A through E of the Risk Assessment Matrix. Notice that the likelihood must be based on knowledge of an actual event having the potential severity. Write the letter “P” for people where the consequence selected in Step 1 intersects with the likelihood of occurrence.

**Title: 3.2 Risk Assessment Matrix**

3. Repeat Steps 1 and 2 for:
  - Asset using an “A”
  - Environment using an “E”
  - Reputation using an “R”
  
4. The most severe risk classification must be used to determine the potential severity, (High, Medium or Low); that will in turn influence the actions taken to analyze the incident.

**Classification findings/recommendations**

**Weakness      Definition**

- Serious:      Exposes company to a major extent in terms of achievement of ALLPORT SERVICES, LLC HSE objectives or results
- High:          Though not serious, is essential to be brought to attention of senior management. Includes any medium weakness, which is repeat finding from previous report.
- Medium:      Could result in perceptible and undesirable effect on achievement of HSE objectives.
- Low:          No major HSE impact at process level, correction will assure greater effectiveness/efficiency.

**Risk to People**

- | Severity | Description                    |
|----------|--------------------------------|
| 0        | No injury or damage to health. |

**Title: 3.2 Risk Assessment Matrix**

- 1 Slight injury or health effects (Including first aid not affecting work performance or causing disability)
- 2 Minor injury or health effects (First Aid Professional) treatment administered by a physician or registered professional personnel under the standing orders for a physician
- 3 Major injury or health effects (Recordable or LTA Affecting work performance, such as restriction to activities (Restricted Work Case) or a need to take time off to recover (Lost Workdays Case). Limited health effects which are reversible, e.g. skin irritation, food poisoning.)
- 4 Single fatality or permanent total disability. From an accident or occupational illness. Irreversible health damage with serious disability or death, e.g. corrosive burns, heat stroke, cancer (small population exposed).
- 5 Multiple fatalities - From an accident or occupational illness e.g. chemical asphyxiation or cancer (large population exposed).

**Risk to Assets**

Severity      Description

0              Zero damage.

1              Slight damage - (costs less than \$1,000).



**Title: 3.2 Risk Assessment Matrix**

- 2 Minor damage - (costs less than \$10,000).
- 3 Local damage – (costs up to \$100,000).
- 4 Major damage – (costs up to \$1,000,000).
- 5 Extensive damage - (costs in excess of \$1,000,000)

**Risk to Environment**

Severity	Description
0	No impact - No environmental damage. No change in the environment. No financial consequences
1	Slight impact- Less than 1 Gallon Spill
2	Minor impact - Between 1 gallon and 1 Bbl of Spill
3	Localised impact - More than 1 Bbl, but not more than 10 Bbl Spill or Chemical Spill Response Initialization required
4	Major impact - Greater than 10 Bbl Spill, Significant enough to deploy Equipment or Dispersant Application

**Title: 3.2 Risk Assessment Matrix**

- 5 Massive impact - Severe environmental damage or severe nuisance over large area.  
In terms of commercial or recreational use, a major economic loss

**Risk to Reputation**

Severity	Description
0	No impact - No public awareness.
1	Slight impact - Public awareness may exist, but there is no public concern.
2	Limited impact - Some local public concern. Some local media and/or political attention with potentially adverse aspects for company operations.
3	Considerable impact - Regional public concern. Extensive adverse attention in local media. Slight national media and/or local/regional political attention. Adverse stance of local government and/or action groups.
4	National impact - National public concern. Extensive adverse attention in the national media. Regional/national policies with potentially restrictive measures and/or impact on grant of licences. Mobilisation of action group.
5	International impact - International public attention. Extensive adverse attention in international media. National/international policies with potentially severe impact on access to new areas, grants of licences and/or tax legislation.

The HSE department will define the level of risk associated with all work related incidents. Below are the actions to be taken for each level of risk:

**Level of Risk - Action**

**Serious/High** A full **Root Cause Analysis MUST** be undertaken in order to determine any underlying problems and to ensure effective solutions are implemented before the activity is recommenced.

**Medium** Take any necessary corrective action. Undertake an Accident Investigation to ensure that adequate solutions are in place. Review as necessary.

**Low** No immediate action necessary. Determine whether any further improvements can be made to reduce risk. Keep under regular review. Could result in perceptible and undesirable effect

Evaluation and determination of the need for a policy or procedure change will be determined during the Weekly Management Review.

**Title: 3.2 Risk Assessment Matrix**

Severity	CONSEQUENCES				INCREASING LIKELIHOOD								
	People	Assets	Environment	Reputation	A	B	C	D	E				
					Never heard of in industry	Heard of in industry	Incident has occurred in BCI	Happens several times per year in BCI	Happens several times per year on a BCI location				
0	No injury	No damage	No impact	No impact									
1	Slight injury	Slight damage	Slight impact	Slight impact						LOW			
2	Minor injury	Minor damage	Minor impact	Limited impact						MEDIUM			
3	Major injury	Localized damage	Localized impact	Considerable impact						HIGH			
4	Single fatality	Major damage	Major impact	National impact						SERIOUS			
5	Multiple fatalities	Extensive damage	Massive impact	International impact									

# **Pioneer Production Services, INC**

## **Safety and Environmental Management System Manual**

### **Section 4**



### **Management of Change**

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## **Purpose**

Define the PIONEER PRODUCTION SERVICES, INC policy on the Management of Change.

## **Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

## **Policy**

### **Management of Change**

Work arising from temporary and permanent changes to organization, personnel, systems, process, procedures, equipment, products, materials or substances, and laws and regulations are to be evaluated, managed, documented and implemented to ensure that all HSE risk have been systematically managed in a manner that will ensure that those risk will remain as low as reasonably practicable (ALARP) and cannot proceed unless a Management of Change process is completed, where applicable, to include:

- A risk assessment conducted by all impacted by the change
- Accountability for approval of the change
- Technical integrity of equipment or product
- Operations procedures
- Design documents
- Potential consequences
- Cost constraints
- Training requirements
- Legal/regulatory requirements
- Permitting



**Title: 4.1 Management of Change**

- Development of a work plan that clearly specifies the timescale for the change and any control measures to be implemented regarding:
  - Equipment, facilities and process
  - Operations, maintenance, inspection procedures
  - Training, personnel and communication
  - Documentation
- Authorization of the work plan by the responsible person(s) through completion.

Evaluation and determination of the need for change may be conducted during the Weekly Management Meeting, Operations Meetings and at the Executive Committee level.





Section 4: Management of Change

Page 1 of 3

Approved by: TPC

Version: 3.0

Last visited: 04/2014

**Title: 4.1 Management of Change**

# PIONEER PRODUCTION SERVICES, INC

## Management of Change

Change Proposal Title:	Date:
------------------------	-------

Supervisors:
--------------

Proposed Change Description	

Justification	

### Risk Assessment

Impact on Not Implementing Change	<input type="checkbox"/> Loss of Revenue	<input type="checkbox"/> Loss of Contract	<input type="checkbox"/> Personal Injury
	<input type="checkbox"/> Equipment Damage	<input type="checkbox"/> Environmental Hazard	<input type="checkbox"/> Other

Impact on Implementing Change	<input type="checkbox"/> Increase in Revenue	<input type="checkbox"/> Safer Work Conditions	<input type="checkbox"/> Decreased Downtime
	<input type="checkbox"/> Higher Accident Risk	<input type="checkbox"/> Lower Accident Risk	<input type="checkbox"/> Other

Alternatives	<input type="checkbox"/> Pilot Trial of Change	<input type="checkbox"/> Shipyard Modification	<input type="checkbox"/> Vessel Swap
	<input type="checkbox"/> N/A	<input type="checkbox"/> Other	

Impact on Cost	<input type="checkbox"/> Cheaper	<input type="checkbox"/> More Expensive	<input type="checkbox"/> Same Cost
	<input type="checkbox"/> Better Product	<input type="checkbox"/> Less Quality	<input type="checkbox"/> Equal Quality

Impact on Schedule	Manhours required to Change <input type="checkbox"/>	<input type="checkbox"/> N/A
	Manhours lost if not Changed <input type="checkbox"/>	<input type="checkbox"/> Other

Impact on Resources	<input type="checkbox"/> More people to operate	<input type="checkbox"/> Less people to operate	<input type="checkbox"/> More efficient
	<input type="checkbox"/> Less efficient	<input type="checkbox"/> N/A	<input type="checkbox"/> Other

Impact on Safety	<input type="checkbox"/> Less Hazardous	<input type="checkbox"/> More Hazardous	<input type="checkbox"/> Equal Hazards
	<input type="checkbox"/> N/A	<input type="checkbox"/> Other	



Section 4: Management of Change

Page 2 of 3

Approved by: TPC

Version: 3.0

Last visited: 04/2014

**Title: 4.1 Management of Change**

Technical Integrity of Equipment or Product	<input type="checkbox"/> OEM	<input type="checkbox"/> After Market Product
	<input type="checkbox"/> Other	<input type="checkbox"/> N/A

Training Requirements	<input type="checkbox"/> Regulatory	<input type="checkbox"/> Intercompany	<input type="checkbox"/> Client
	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Other	<input type="checkbox"/> N/A

Permitting Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Comments
---------------------	------------------------------	-----------------------------	-----------------------------------

Design Documents Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Comments
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Legal/Regulatory Requirements	<input type="checkbox"/> ABS	<input type="checkbox"/> USCG	<input type="checkbox"/> Other
-------------------------------	------------------------------	-------------------------------	--------------------------------

Initial Review Results	<input type="checkbox"/> Approve for Evaluation	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
	<input type="checkbox"/> Other		
	Review Date:		
	Reason:		

**Work Plan**

Additional Resource Requirements	Work Days	Cost

Operations Procedures	

Inspection Procedures	



Section 4: Management of Change

Page 3 of 3

Approved by: TPC

Version: 3.0

Last visited: 04/2014

**Title: 4.1 Management of Change**

Maintenance Procedures	

### Final Review Results

Classification	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
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Reviewing Body		
Name:	Position:	Signature:
Name:	Position:	Signature:

Final Review Recommendations	

Specific Requirements	

Final Approval Signature:	Title:	Date:
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# **Pioneer Production Services, INC**

## **Safety and Environmental Management System Manual**

### **Section 5**



### **Operating Procedures**

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**Title: 5.1 Motor Vehicle Procedures**

**1.0 PURPOSE**

- The intent of this procedure is to assure that all employees maintain safe and incident free motor vehicle operations; and
- Serve as PIONEER PRODUCTION SERVICES, INC written procedure for the authorized use and safe operation of motor vehicles (Company vehicles; rental vehicles; and personal vehicles used for Company business).

**2.0 SCOPE**

**2.1 Personnel Covered by the Procedure**

This procedure applies to all PIONEER PRODUCTION SERVICES, INC employees who use motor vehicles on Company business.

*Note: Only PIONEER PRODUCTION SERVICES, INC employees are allowed to drive company vehicles. In addition, non-employees may travel as a passenger in company vehicles only when necessary for the conduct of company business.*

**2.2 Activities Covered by this Procedure**

This procedure covers the authorized use and safe operation of motor vehicles.

Motor Vehicles are defined as any mechanically – or electrically-powered device (excluding one moved by human or animal power), upon which or by which any person or property may be transported upon a land roadway. The load on the vehicle is to be considered part of the vehicle if a crash occurs involving the load. This includes motorcycles.

**Title: 5.1 Motor Vehicle Procedures**

Motor vehicles include Company vehicles (owned or leased motor vehicles), rented vehicles, and personal vehicles used on Company business.

Motor vehicles include all passenger vehicles, automobiles, light trucks, vans, and any towed equipment attached to motor vehicles.

Specifically excluded from the definition of a motor vehicle are:

- a) Cranes (see Note below)
- b) Forklifts
- c) Riding lawn mowers
- d) Watercraft
- e) Vehicles operated on fixed rails
- f) Road maintenance machinery
- g) Vehicles not capable of more than 10 mph
- h) ATV (such as Gator) (see Note below)
- i) Backhoes

*Note: Cranes, ATVs and heavy equipment traveling to and from work locations operating in the same capacity as a motor vehicle are considered motor vehicles should an incident occur. Cranes and heavy equipment engaged in other operations are specifically excluded.*

The term “Company business” refers to business being conducted on behalf of the company while operating a company assigned or a personal vehicle. Company business in your personal vehicle should be approved by your Supervisor.

Personal business, such as running a personal errand, in a company owned vehicle is prohibited unless specifically authorized by your Supervisor.



**Title: 5.1 Motor Vehicle Procedures**

Damage is defined as any property damage. A bending, crushing, or breaking of a bumper is considered property damage. Any property damage to a company owned vehicle must be reported immediately to your Supervisor

**3.0 PREREQUISITES**

**3.1 Driver's License**

Employees who drive Company vehicles, rental vehicles, and/or personal vehicles on Company business must possess a valid driver's license, and must carry it with them at all times while driving. Supervisors will annually view employee's valid driver's license to verify compliance.

Employees must immediately notify their Supervisor if their license has been suspended or revoked. Also, employees must immediately notify their Supervisor if they receive a citation or ticket while driving a Company owned vehicle, rental vehicle or personal vehicle on Company business.

**3.2 Initial Training**

All new and/or transferred PIONEER PRODUCTION SERVICES, INC employees who drive Company, rental and/or personal vehicles on Company business must:

- Complete Defensive Driver Training

**Title: 5.1 Motor Vehicle Procedures**

- Show evidence of having completed Defensive Driver (or equivalent) training, within the 24 months prior to employment, before they will be allowed to drive a vehicle on company business.

New and/or transferred-in employees who do not meet this requirement must:

- Complete the Driver training before driving a vehicle on company business, and
- Schedule themselves within 90 days of their employment date or placement in Company.

## **4.0 INSTRUCTIONS**

### **4.1 Journey Management**

The prime objective of Journey Management is to enhance the safety of all travelers by identifying the hazards associated with each journey. As a consequence, it may be possible to reduce the traveler's risk exposure by minimizing the number or maximizing the efficiency of each journey. The need for all journeys should be questioned with a visible commitment being made to search for an alternative means of achieving the trip's objective.

The key component of journey management is to conduct a journey assessment, the complexity of which is determined by the risk of existing hazards and routes.

### **4.2 General Driving Instructions**

#### **4.2.1 Parking**



**Title: 5.1 Motor Vehicle Procedures**

Vehicles that are stopped in a designated safe parking space, with designated parking zones and/or parking areas are considered properly parked. In locations that do not have designated parking spaces, employees should pull to a safe location away from equipment on a stable surface (e.g., open field, ROW).

When entering a parking area, part of your thought process as you select a parking location should involve finding an area which offers you the best chance of avoiding conflict.

- Park where there is the least competition.
- Seek space around your vehicle.
- Look for ways to avoid backing.
- Look for a pull through situation.
- Look for curb-side parking.
- Look for a way to beat the odds by steering clear of the backing maneuver whenever you can.

PIONEER PRODUCTION SERVICES, INC Best Practice is to make your first move forward from a parked position. This means pulling through a parking spot, or backing into a parking spot upon arrival.

If you don't feel comfortable backing into a parking space, **DON'T** (Do it safely or not at all). Pull forward and park. Don't be pressured into performing a driving maneuver you are not confident in performing. It may be easier for you to **back** from a parking space **into an open area** when you leave.



**Title: 5.1 Motor Vehicle Procedures**

Park vehicles with ignition turned off, parking brake set, and transmission placed in 'park' or low gear. Use extra caution when parking on hills such as turning front wheels to the curb/bank or place chocks under rear wheels if available.

The person in charge may authorize the vehicle to be parked with the motor running and the parking brake set when necessary to operate power take-off, electric or communications equipment for periods of time that would run down the vehicle battery. In these cases, select a level parking place if available.

When it is necessary to park along the side of a public highway or road in a manner that may be a potential hazard for other traffic or pedestrians, use warning devices (hazard lights, safety cones, and warning reflectors) to make your vehicle more noticeable. The warning devices may also serve the purpose of reminding the driver to conduct the circle check walk-around inspection (see 4.2.2) prior to leaving the parking space.

Though you may carefully examine your options, you will not always find a way to avoid putting your vehicle in reverse. So the next best solution is to understand the dangers in **BACKING**, and the most effective ways to overcome them.

When you must back - **TAKE YOUR TIME** (There is always time to do it right). **REMEMBER.....backing accidents are the single most common type of traffic accident, and are almost always preventable.** Use a spotter when available or get out of the vehicle to survey the area you will back.

**4.2.2 Circle Check**



**Title: 5.1 Motor Vehicle Procedures**

This is a 360 degree walk-around inspection of the perimeter of the vehicle before leaving a parking space. Prior to entering the vehicle, the employee shall walk completely around checking the exterior condition (tire inflation, exterior mirrors, headlights, taillights, windshield wipers, etc.), as well as the position of the vehicle and any surrounding conditions that might present a hazard when leaving the parking space. “Circle Check” window stickers are available and should be placed on company owned vehicles as a reminder to conduct this quick and easy inspection.

**4.2.3 Inspecting Vehicles**

At regular intervals, a detailed inspection and maintenance plan should be followed to insure reliable and safe operation of the vehicle over time. As a minimum standard, all vehicles shall be maintained in accordance with established manufacturer guidelines. In some instances, particular operating environments and vehicle variants may require preventative maintenance and pre-trip inspection schedules that are more aggressive than those specified by the vehicle manufacturer. Recommended guidelines for such inspections are attached (i.e., - **Driver’s Weekly Vehicle Inspection Report**). PIONEER PRODUCTION SERVICES, INC employees who are assigned company vehicles should conduct a weekly vehicle inspection found in Appendix D of this document.

Employees may not operate any motor vehicle that is defective or that is not in compliance with the law.

Employees should immediately notify their Supervisor (or individual who administers pool cars) concerning any missing or defective vehicle equipment, or if they feel the vehicle is otherwise unsafe to operate.

#### **4.2.4 Seat Belts**

The driver and all passengers must wear seat belts. All passengers must ride in the cab or passenger compartment. Passengers shall not ride in the back of pickup truck unless the vehicle has been specifically designed to safely accommodate passengers.

#### **4.2.5 Motor Vehicle Safety Principles**

When behind the wheel, everyone must **CONCENTRATE ON THE JOB OF DRIVING!** All traffic laws must be obeyed.

#### **4.2.6 Commercial Driver's License (CDL)**

Special training requirements must be met for commercial drivers' licenses (CDL). Each employee who needs to carry a commercial driver's license is responsible for meeting these requirements and for notifying his/her Supervisor to schedule necessary tests.

#### **4.2.7 Loading**

- Do not overload vehicles with materials or passengers.
- Properly place and secure all vehicle loads.

- Mark all material that extends more than two feet beyond the cargo bed with a red flag.

#### **4.2.8 Transporting Tools & Other Materials**

Do not leave tools and equipment loose in the cabs or passenger compartments of cars or trucks. Stow all equipment in proper tool chests or compartments whenever available.

Do not leave loose articles on the seat or dash when the vehicle is in motion. These may fall to the floor or blow around, distracting or interfering with the driver. Use chart carriers or clipboards for papers. Similarly, don't store anything under the driver's seat as it might roll out and interfere with braking or other actions.

Do not carry gasoline or other flammable liquids in the passenger compartment of any company vehicle.

Explosives, pesticides, flammable and combustible liquids, and other hazardous materials must be transported in safe containers outside the vehicle passenger compartment, as required by Department of Transportation (DOT) regulations. Use only DOT-approved containers and fasten them securely to prevent tipping or rolling. Carry properly completed shipping papers where required.

#### **4.2.9 Breakdowns**



**Title: 5.1 Motor Vehicle Procedures**

If your vehicle breaks down, guide it completely off the main roadway if possible. If it is necessary to tow equipment, don't stand between a towed vehicle and the towing vehicle. When available, place warning devices (safety cones, warning reflectors) between the vehicle and traffic.

**4.2.10 Citations**

Moving or parking citations received while driving a Company owned or operated motor vehicle must immediately be reported to your Supervisor.

**4.2.11 16-Hour Rule**

**Hours of Work and Overtime** states that *“Employees should not be required to work more than 16 consecutive hours except in an extreme emergency.”* As this applies to driving, employees should not be allowed to drive after they have been on duty for more than 16 hours in the previous 24 hour period. This includes all working time as well as driving time to and from work.

On longer journeys or in situations where an employee/contractor may be required to work in excess of the 16-hour rule, an exemption may be granted by the supervisor if approved prior to any activity (including driving). Where such exemptions are granted, the journey should be planned to ensure that the driver will have a period of quality rest before having to drive again, which may include staying at a local hotel or providing alternate transportation.

All employees, and especially supervisors, should be aware of the impact that fatigue may have on their driving and job performance.

#### **4.2.12 Continuous Driving**

Employees that have been driving continuously for 2 hours shall take a break for at least 15 minutes prior to continuing their journey.

#### **4.2.13 Cruise Control**

Cruise control can be used except in conditions of in climate weather, such as rain, ice and snow or congested driving.

#### **4.2.14 Daytime Driving Lights**

Employees should turn on their headlights if the vehicle is not equipped with daytime driving lights. Headlights should always be used in the rain or snow.

### **4.3 Accidents**

**4.3.1** Immediately (within one hour) report all motor vehicle accidents and/or accidental damage to Company vehicles, rental vehicles and personal vehicles used for company business to your Supervisor and/or the HSE Department. As a guide for drivers of motor vehicles involved in motor vehicle crashes, a list of recommended actions to be conducted at any crash scene is located in Appendix B – **Assistance To Driver and Passenger Form (To Be Kept in Vehicle)**.

Supervisors shall report all vehicle accidents involving the company as soon as possible by telephone to the HSE Manager. All information should be entered into the Safety database.

In case of a vehicle accident, the employee driving should:

- pull off the road, if possible, to avoid obstructing traffic;
- render aid to any injured persons;
- If available, place warning reflectors or safety cones on the road as necessary;
- Use Appendix B – *Assistance to Driver and Passenger Form* to gather essential information at the scene of the accident. This form should be carried in the glove compartment of all company vehicles.

If a vehicle accident involves the public, do not argue with other persons involved, and do not admit liability or offer to settle claims.

**4.3.2** Automobile insurance requirements vary from state to state. Almost every state requires some evidence of insurance to be kept in a vehicle. The state-required evidence of insurance can be in the form of either a self-insurance certificate or letter from a state agency, or an insurance card. This should be kept in the vehicle.

**Note:** *PIONEER PRODUCTION SERVICES, INC employees should decline all insurance coverage when renting a vehicle for Company business in the United States.*

**Note:** *Every employee who uses a personal vehicle for Company business must be covered by automobile public liability insurance (bodily injury and property damage).*



#### **4.4 Use of Cellular Phones / Communication Devices**

Drivers are not allowed to use cellular phones (even hands-free), pagers, and two-way radios while a vehicle is in motion. In order to use the cell phone (either to make or receive a call), all employees must pull over and stop after determining that it is safe to do so. Drivers must stop in a safe location. Distracted drivers are significantly more at risk than drivers concentrating solely on their driving. Cell phones, pagers, PDAs, Blackberries, computers and two-way radios are very useful devices but they can also distract a driver.

Additionally do not operate a cellular phone while re-fueling the vehicle.

### **5.0 ROLES AND RESPONSIBILITIES**

#### **5.1 Employees**

Employees are responsible for the safe, authorized, legal, non-abusive operation of any vehicle used for Company business. This includes:

- a) carrying a driver's license appropriate for the class of vehicle being driven;
- b) complying with all traffic laws;
- c) following the safe driving principles;
- d) not driving under the influence of alcohol or drugs;
- e) ensuring that all vehicle occupants use their seat belts whenever the vehicle is moving;
- f) carrying only authorized passengers;
- g) using Company vehicles for Company business only;

**Title: 5.1 Motor Vehicle Procedures**

- h) reporting all accidents, including rental vehicles and personal vehicles used for Company business, to your Supervisor;
- i) not operating equipment that is defective or that is not in compliance with the law;
- j) reporting any mechanical problems and/or damage to Company vehicles;
- k) keeping records of vehicle use as directed, if a vehicle is assigned to you;
- l) reporting any moving or parking citations received while using a motor vehicle on company business; and

**5.2 Supervisors are responsible for:**

- Verifying all employees have completed the initial and refresher driver training requirements.
- Verifying all motor vehicle accidents are reported into the HSE Department.
- Verifying all motor vehicle accidents are investigated
- Conducting annual driver's license checks to ensure compliance;
- Determining need for Drug and Alcohol testing; refer to PIONEER PRODUCTION SERVICES, INC Drug and Alcohol Policy.

**6.0 REPORTING REQUIREMENTS**

Motor vehicle accidents shall be reported into the HSE Department, Supervisors, and appropriate law enforcement agencies. Data collection should take place within 24 hours of the crash if at all possible.

**7.0 DOCUMENTATION**

The investigation report must be kept in the HSE database for at least five years.

Training records should be the Training Manager section of the ISNetworld online database. If you have any questions, contact the HSE Dept.

## **APPENDIX A – JOURNEY MANAGEMENT**

### **Conduct a Pre Journey Assessment before Making any Journey.**

- Do I need to make this journey?
- Do I need to make this journey right now, given current road and weather conditions?
- Can I combine this journey with another?
- Which route is the safest or preferred route?
- What are the potential driving hazards, especially dangerous intersections; road construction; traffic patterns; time; miles to drive, etc.?
- Do I have the right tools / PPE / spare equipment parts in my truck to do the task at the destination?

### **Before making any journey for a call out, each employee should conduct an assessment with the person requesting the call out:**

- Is this an emergency that is related to an incident, or will it cause a shutdown of a customer?
- Consider current road, weather and sea conditions?
- Can another person closer to the location make the journey?
- Which route is the safest or preferred route?
- What are the potential driving hazards, especially dangerous intersections, road construction, etc.?



**Title: 5.1 Motor Vehicle Procedures**

**Redundant Mileage Elimination**

- Employees can work together to combine trips when going to the same location or work together and go to multiple locations to eliminate redundant mileage.
- Employees trained to perform multiple tasks can perform additional work while at the location.
- Consider increasing preventative maintenance practices to eliminate potential problems that will lead to a call out or extra journey.
- As vehicles go beyond their useful life, consider replacing them with crew cab vehicles. This would lead to fewer vehicles that could accommodate more passengers.
- Employees working on projects that require an extended amount of travel time away from their normal work location should consider the use of a motel for overnight stays in lieu of traveling at night (16 hour rule).
- Vehicles that employees use for call outs should be parked in an area that will expedite the call out and not create additional mileage.
- One Call Notifications – group the calls geographically to determine if the closest person can handle the request.
- Keep an adequate supply of commonly used material in stock and utilize third party to deliver material rather than transporting in company vehicle.

**Mitigate the Hazards**

- a) Stay focused on the job of driving. Think - “How can I get to my destination safely?”
- b) When driving in unfamiliar areas develop route maps and study the plan before getting in the vehicle. Have maps prepared in case you get lost. Pull over when reviewing directions or maps.

**Title: 5.1 Motor Vehicle Procedures**

- c) Try to anticipate potential problems (e.g., rain, traffic, construction) and have alternate routes prepared.
- d) Adjust speed for road conditions.
- e) Avoid construction zones.
- f) Avoid heavy traffic areas. Consider time of day and journey route.
- g) Avoid left turns across traffic.
- h) Use familiar routes where you know the landmarks.
- i) If you become lost, stop the vehicle in a safe location before attempting to check route/maps.
- j) Plan to park ‘first move forward’.
- k) Avoid tight parking spaces. Park away from high activity areas, note any pertinent signs.

**Other Considerations**

- Plan ahead. Allow extra time to reach your destination. Don’t get in a hurry if you’re running late. Focus on the task of driving safely and within the rules of the road.
- Night Driving is more dangerous than daytime driving. There are nearly three times as many traffic deaths at night than during the day.
- Fatigue also adds to the dangers of driving by dulling concentration and slowing reaction time.
- Consider the “alcohol factor” by others. Weekends and holidays are usually the times when alcohol consumption has increased within the public and they will be out on the road. Similarly it is best to be cautious of people on cell phones.
- Training should be conducted for new employees describing journey management and identifying problem areas they may encounter. Visitors should be briefed about any locations or routes that are known to be dangerous.



**Title: 5.1 Motor Vehicle Procedures**

- When visiting a new or unfamiliar location, be sure to talk to the local employees to help you with your journey planning.
- Consider documenting a formal Journey Management Plan for your journey or for frequently traveled journeys.

**APPENDIX B - ASSISTANCE TO DRIVER AND PASSENGER FORM**

**(To Be Kept in Vehicle)**

After a crash, it is essential that you remain calm and follow a logical procedure in order to manage the situation. We suggest the following procedure:

- Ensure you and your passengers are safe;
- Check on the welfare of third parties;
- Render first aid if required; and
- Contact emergency authorities (if required).

<b>Insert Emergency Response Telephone Numbers</b>	
<b>Fire</b>	
<b>Police</b>	
<b>Ambulance</b>	

Contact your supervisor or HSE Dept. and advise the following:

- a) **SUPERVISOR NUMBER—insert here:** \_\_\_\_\_;
- b) HSE Dept. Number \_\_\_\_\_;
- c) The identity of the driver(s) and vehicle(s) involved;
- d) The time and geographic location of the accident or incident;
- e) The extent of damage or injuries;

**Title: 5.1 Motor Vehicle Procedures**

- f) Type and condition of cargo and/or passengers;
- g) Condition of the vehicle;
- h) A brief description of the events that resulted in the accident;
- i) If cargo containment and handling procedures including hazardous materials are required;
- j) Weather conditions;
- k) Police involvement;
- l) Any additional support required at the scene;
- m) Obtain contact details of any witnesses (record their observations);
- n) Control traffic hazards;
- o) Take notes and draw the crash scene; and
- p) Do not admit liability.

**APPENDIX C – TRAILERING**

PIONEER PRODUCTION SERVICES, INC best practice requires that all hitches installed on Company owned vehicles within the weight limitations listed below to be frame mounted receiver type hitches (Class I, II, III) or fifth wheel type hitches (Class IV). The ball and coupler need to be correctly matched and sized to prevent the trailer from becoming accidentally unhitched. Prior to driving, check that the collar is completely closed with the safety pin in place. Failure to close the coupler securely and inserting the safety pin before towing or failure to use with specified ball size may result in a serious incident. The following guidelines shall be used for proper trailering equipment selection:

1. The trailer hitch and vehicle towing capacity should match or exceed the gross weight of the trailer being towed. (see the vehicles owner’s manual)
2. For Class I, II and III loads, use hitches that bolt directly to the vehicle frame, with receivers, drawbars (ball mounts) and 2” balls.

**Title: 5.1 Motor Vehicle Procedures**

3. For Class I, II and III loads, use two safety chains or cables with a combined strength of at least 6,500 pounds or 130% of the gross weight of the load being towed whichever is greater.
4. Safety chains should be the correct length to allow a full turning radius without dragging on the road surface, and should cross under the hitch for added safety. The safety chains should be secured to the vehicle with properly sized screw pin chain shackles. (Manufacturer Link)
5. For Class IV (5,001-7,500 lbs.) and V (over 7,500 lbs.) loads, use “fifth wheel” type hitches.
6. All trailer ramps should have redundant latching devices, each designed to secure the ramp independently.

**Procedure:**

1. Perform Pre Trailering Assessment.
2. Verify trailer hitch and truck ball are the same size connections.
3. Confirm or estimate maximum weight of trailer and load to be pulled.
4. Confirm the hitch, trailer and safety hooks on vehicle and trailer are of adequate capacity and will meet the load requirements.
5. Visually inspect the condition of the trailer, tires, lights, doors and gates secure, lighting pigtail, breakaway switch cable and battery (if applicable), undercarriage and suspension.
6. Inspect lug nuts to be sure that they are tight.
7. Connect trailer to vehicle and be sure coupler is closed completely and secure. If the trailer is equipped with a pin, be sure it is in place.
8. Hook safety chains on trailer to truck hitch. Inspect hooks to ensure there are no visible stress cracks and that both hooks have the same load capacity. Be sure they are the proper length, and cross them under the hitch.





**Title: 5.1 Motor Vehicle Procedures**

9. Hook trailer light plug into receptacle on vehicle, and visually verify lighting is working properly.
10. Inspect tire pressure on trailer and towing vehicle, make any needed modifications.
11. Ensure that the trailer is properly loaded and that the load is correctly distributed on the trailer.
12. If equalizer bars are present on the trailer they must be used when the trailer is loaded.
13. Extend mirrors if towing vehicle is equipped with towing mirrors.
14. Perform walk around.
15. Prior to getting on public roads test brakes and general handling of the vehicle/trailer combination to ensure overall reliability of the hookup.
16. Have a set route planned for the towing including a back up route and areas where the vehicle/trailer combination can pull into in case of emergency.
17. When backing use spotters when possible. If spotters are not available select routes that avoid backing. Should backing be absolutely necessary, check area for obstructions before backing.
18. Return trailer after use.
19. Place side mirrors into the non-towing position when not towing a trailer.

**APPENDIX D – Driver’s Weekly Vehicle Inspection Report**

Driver's Name: \_\_\_\_\_

Date: \_\_\_\_\_



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Safety and Environmental Management System Manual

Section 5: Operating Procedures

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Approved by: TPC

Version: 3.0

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**Title: 5.1 Motor Vehicle Procedures**

Truck/Tractor # \_\_\_\_\_

Trailer# \_\_\_\_\_

TRUCK/TRACTOR	DRIVER	MECHANIC	TRAILER	DRIVER	MECHANIC			
Air Lines			Brakes					
Brakes ( Emergency)			Brake Connections					
Brakes (Parking)			Bumper					
Brakes (Service)			Coupling Device					
Body			Doors					
Clutch			Hitch					
Cooling System			Kingpin					
Coupling Chains			Landing Gear					
Coupling Devices			Lights					
Defroster			Reflectors					
Drive Line			Securement Systems					
Engine			Suspension System					
Exhaust System			Tires					
Frame			Wheels and Rims					
Fuel Tanks			OTHER					
Heaters			<b>SAFETY/EMERGENCY EQUIPMENT</b>					
Horn			Fire Extinguisher					
Leaks			Flags					
Lights			Fuses and Flares					
Oil Pressure			Reflective Tape					
Rear Vision Mirrors			Reflective Triangles					
Reflectors			Seatbelts					
Speedometer			OTHER					
Steering System			<b>REMARKS</b>					
Suspension System								
Tires								
Turn Signal								
Wheels and Rims								
Windows								
Windshield Wipers								
OTHER								
<input type="checkbox"/> Condition of above vehicle is satisfactory								
DRIVER'S SIGNATURE								
<input type="checkbox"/> Above Defects Corrected								
<input type="checkbox"/> Above defects need not to be corrected for safe operation of vehicle.								
				MECHANIC'S SIGNATURE				
I Certify that I am satisfied that this vehicle is in safe operating condition and I have reviewed the last Vehicle Inspection report and verified that required repairs have been completed.								
DRIVER'S SIGNATURE			DATE					



**DRIVER PLEDGE OF RESPONSIBILITY**

PIONEER PRODUCTION SERVICES, INC has issued procedures on Motor Vehicle Safety. The MVS procedures is to be followed when driving Company owned vehicles, rental cars, or in personal vehicles when driving on Company business. Employees are responsible for the safe, authorized, legal, non-abusive operation of any vehicle used for Company business. This includes but not limited to:

1. Carrying a valid driver's license appropriate for the class of vehicle being driven
2. Complying with all traffic laws
3. Following the safe driving principles
4. Not driving under the influence of alcohol or drugs
5. Ensuring that all vehicle occupants use their seat belts whenever the vehicle is moving
6. Carrying only authorized passengers
7. Using Company vehicles for Company business only (there is no personal business authorized in Company owned vehicles unless authorized by your Supervisor)
8. Reporting all accidents, including driving rental vehicles or personal vehicles for Company business, to your Supervisor or by calling the HSE Dept. as soon as possible.
9. Not operating equipment that is defective or that is not in compliance with the law
10. Reporting any mechanical problems and/or damage to Company vehicles to Supervisor as soon as possible
11. Keeping records of company vehicle use as directed, if a vehicle is assigned to you
12. Immediately report any moving or parking citations received while driving a motor vehicle on Company business to your Supervisor.
  - I confirm I have received a copy of the PIONEER PRODUCTION SERVICES, INC procedures on Motor Vehicle Safety and I have read and understand the contents;
  - I will comply with the MVS procedures and recognize there are consequences of non-compliance with it; and
  - I have had the required driver safety training.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_



**Title: 5.2 Forklift Operations**

**A. INTRODUCTION**

The purpose of this program is to establish Safe Practices for PIONEER PRODUCTION SERVICES, INC personnel operating forklifts. The following practices and procedure set the standards for forklifts being used by PIONEER PRODUCTION SERVICES, INC and enable us to bring our operation in compliance with OSHA 29 CFR 1910.178. They will apply to all Forklift Operations within PIONEER PRODUCTION SERVICES, INC.

**B. RESPONSIBILITIES**

**Management** will be responsible for certifying that all authorized employees have completed the training required by this procedure on all makes and models of equipment owned or leased by PIONEER PRODUCTION SERVICES, INC. Additional responsibilities include:

- The implementation of this policy;
- Taking corrective actions on all violations or suspected violations of this procedure; and
- Documentation of completion by each employee.

The **Safety Coordinator** will be responsible for development and implementation of this Procedure.

The **Supervisor** is responsible for providing assistance in the implementation of this policy. Additional responsibilities include:

- Ensuring that all company owned or leased forklifts in their operations meet OSHA criteria; and
- Ensuring that proper inspections and maintenance records are completed and maintained for future references.

**Company personnel** are responsible for applying this procedure in their day to day operations.

### **C. PROCEDURE**

The following procedures will be in effect and adhered to throughout PIONEER PRODUCTION SERVICES, INC Operations:

- All forklifts used in company operations will meet company safety standards, whether company owned, leased or rented.
- Only trained/certified operators and operator trainees under the direct supervision of an instructor are allowed to operate forklifts while on company or client property.

Because of the varied types of work performed, PIONEER PRODUCTION SERVICES, INC uses many brands, types and styles of forklifts. Forklift operators must be trained to use the specific model of forklifts they are asked to operate and they must be evaluated to determine that they are able to operate the machine in a safe and competent manner.

1. No guards, safety appliances or devices shall be removed or made ineffective unless immediate repairs or adjustments are required, then only after power has been shut off.
2. Following adjustments or repairs, all guards should be placed on the forklift before it is placed back in service.
3. Passengers shall not be permitted to ride on forklifts.
4. The forklift must be inspected at least daily for damage and defects. If a problem with the potential to affect the safety operation of the fork lift is detected, the machine shall be removed from service until it is repaired.



**Title: 5.2 Forklift Operations**

5. All repairs and maintenance shall be performed in accordance with the requirements of the manufacturer.
6. The forklift will not be driven forward when carrying a load so high or wide as to obstruct the view of the driver.
7. When transiting, the forklift blades shall be kept as low as possible.
8. All personnel working around the forklift will remain alert to the vehicle's presence and remain out of its regular path of travel.
9. Surfaces where the vehicle is to travel will be kept as dry as possible or the vehicle will be parked when the surface becomes too slick for safe operation.
10. If the forklift operator dismounts and moves further than 25 feet away or moves to an area in which he cannot see the machine, the power source must be turned off and the parking brake set.
11. Holes will not be burned or drilled in the ends of the lift forks to attach chains, wire rope, or other devices for lifting purposes.
12. The forklift operator will remain alert and aware of the presence of pressure vessels, pressure and fuel lines, and fuel compartments, and will exercise caution while maneuvering the vehicle in such areas.
13. The reverse alarm must be used when the vehicle is backing up. The backup alarm shall not be removed from the vehicle.
14. The forklift will not be used to pull or drag equipment, material, etc. Its primary function is to lift loads.
15. The forklift will not be driven fast. Care will be exercised while carrying a load, or when turning corners.
16. At blind intersections and corners, the forklift horn shall be sounded.
17. The forklift will not be parked in an enclosed room, or confined area with the engine running.

**Title: 5.2 Forklift Operations**

18. No load shall be lifted that exceeds the rated capacity of the forklift. If the forklift steering becomes light, the suspension becomes bouncy, or the rear wheels come off the ground, the load exceeds the capacity of the forklift and it should be lowered to the ground. No improvised counterweights are allowed.
19. Forklift tires shall be of the proper size and tread for operational safety and traction.
20. Holes shall not be cut in the ends of the lift forks for the purpose of attaching lift slings or chains.
21. Broken forks shall be replaced, not welded.
22. Floor or deck openings in the vehicle's area of travel should be covered or made level to ensure steering control.
23. Loose objects should be kept off the floors or decks to prevent the truck's loss of steering.
24. Oil, grease, mud, moisture, etc., should be kept off ramps and floors where the forklift travels to ensure traction.
25. Adequate lighting should be present in the area where the forklift will be operated.
26. The operator should be extra alert when maneuvering the forklift around fuel, oil or chemical containers, high pressure lines, etc., to prevent ramming or puncturing them with the forks.
27. Extreme caution should be taken when operating the unit under or around power or electrical lines.
28. Personnel should not place hands or any other parts of the body on or around the forklift's hydraulic lift frame when it is in operation.
29. The operator should not stack material or supplies where walkways and emergency exits will be blocked.
30. Prior to loading or unloading trucks, the operator will verify that:

- The wheels of trucks/trailers that are to be loaded are chocked.
- Dock to trailer/truck transition plates are in place.
- Any supports required are in place.
- All personnel, including the truck driver, all well clear of both sides of the truck.

#### **D. TRAINING REQUIREMENTS**

Competency to operate a powered industrial truck shall be determined by successful completion of a training program and an evaluation of the operator's performance in the workplace.

The training shall include formal instruction (e. g., lecture, discussion, interactive computer learning, videotape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee).

Initial training shall include, as a minimum:

1. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
2. Differences between the truck and the automobile;
3. Truck controls and instrumentation: where they are located, what they do, and how they work;
4. Engine or motor operation;
5. Steering and maneuvering;
6. Visibility (including restrictions due to loading);
7. Fork and attachment adaptation, operation, and use limitations;
8. Vehicle capacity;
9. Vehicle stability;
10. Any vehicle inspection and maintenance that the operator will be required to perform;



**Title: 5.2 Forklift Operations**

11. Refueling and/or charging and recharging of batteries;
12. Operating limitations;
13. Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate;
14. Surface conditions where the vehicle will be operated;
15. Composition of loads to be carried and load stability;
16. Load manipulation, stacking, and unstacking;
17. Pedestrian traffic in areas where the vehicle will be operated;
18. Narrow aisles and other restricted places where the vehicle will be operated;
19. Ramps and other sloped surfaces that could affect the vehicle's stability;
20. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
21. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation; and
22. The requirements of the OSHA Forklift Standard.

Sufficient evaluation and refresher training must be conducted to enable the employee to retain and use the knowledge and skills needed to operate the powered industrial truck safely. An evaluation of each operator's performance must be conducted initially and at least every three years. Refresher training is required if:

- The operator is involved in an accident or near-miss incident;
- The operator has been observed operating the vehicle in an unsafe manner;
- The operator has been determined in an evaluation to need additional training;
- There are changes in the workplace that could affect safe operation of the truck; or
- The operator is assigned to a different type of truck.



**Title: 5.2 Forklift Operations**

A certification of must be created to document the training and evaluation have been done. The certification must include:

- Name of the operator;
- Date of the training;
- Date of the evaluation; and
- Name of the person performing the training



## **Small Tools Operations**

### **Purpose**

This section describes the requirements for working with Small Tools.

### **Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

All Tool Shall be maintained, in good condition, and in good working order. All grads are shall be in place and never be manipulated in a way that will compromise the protection that was intended.

All employees using small tools will were the proper PPE that is necessary to protect from hazards for the tool that is being used.

Any Tools that is found to be unsafe will be identified and immediately be physically removed from its place of operation.

All guards shall be in place and operable at all times while the tool is in use. The guard may not be manipulated in such way that will comprise its integrity or compromise the protection in which intended. Guarding must meet the requirements set forth in ANSI B15.1.

### **Hand Tools**

- All workers will be shown the proper functions and operation of hand tools. Supervisors will make sure that crewmembers use the right tool for the job.
- Hand tools will be kept clean and in good repair. They will be inspected for serviceability prior to use.

**Title: 5.3 Small Tool Procedures**

- Driving faces of hammers, chisels, drift pins, bars and similar tools will be kept free of mushroom heads, breaks and other defects.
- Cracked or broken hammer and axe handles will be immediately replaced. Sledge handles will be shortened as necessary to perform more safely in close quarters.
- Heel and jaw sections of pipe wrenches will be inspected regularly and replaced as necessary.
- Tools will be returned to their proper places after use, and will not be left lying around the facility in a hazardous manner.
- Before repairing, servicing or changing components on any power tool, the power source must be disconnected. If a gasoline engine drives the tool, the ignition wire should be disconnected from the spark plug, or other precautions must be taken to prevent the accidental firing of the engine.
- Any tool that is not in the correct working order shall be taken out of service, and tagged "DO NOT USE".

**Grinders**

- Non-portable grinders will have a protective shield and an adjustable tool rest that is adjustable to maintain a clearance of no greater than 1/8".
- Never grind on the side of a grinding wheel as this can break the wheel.
- The rpm of the grinder should not be more than the recommended speed of the wheel printed on the label.
- Goggles and a face shield will be kept near the grinder and will be used whenever the grinder or buffer is being operated.
- When using a portable grinder, ensure that the power switch is turned off before plugging in the grinder.
- Never remove any guards or handles from grinder.

### **Pneumatic Tools**

- When using pneumatic (air-powered) tools, care should be taken not to point compressed air at personnel, as relatively low-pressure air is capable of causing serious injury.
- Pneumatic tools are not to be rigged with a trigger-locking device. They must operate so that if released the power stops.
- Before disconnecting air-powered tools, be sure to bleed off the pressure in the air hose.
- When there is danger of explosion or fire, air-operated tools must be used. Electrical tools must be used on tanks, lines or stills until tanks, lines and surrounding area are free of combustible gas. Combustible gas must not be used to operate air-operated tools. Persons using air-operated tools must be sure that the source of air supply cannot exceed the working pressure of the tool.

### **Outdoor Power Equipment**

- The following conditions must be observed when using power mowers and edgers:
  - Before beginning work, carefully inspect area and remove all wire, rocks, glass, or other objects that could become a missile if struck by the blade.
  - Before starting the mower, it should be inspected for loose parts and defective or loose guards. Disconnect the spark plug wire before attempting inspection or repair of the mower blade.
  - Do not fuel the engine while it is running or while it is hot.
  - Do not allow anyone to loiter in immediate vicinity of operations, as the hazard from flying objects is greater at sides and front than behind the machine.
  - The operator must wear safety goggles and hearing protection.
  - Fuel for power mowers must be carried and stored in approved containers.

### **Engines/Moving Machinery**

**Title: 5.3 Small Tool Procedures**

- All revolving parts of engines and machinery such as fans, belts, chain drives, clutches, and other moving parts will be fitted with machinery guards to protect personnel working around the machinery.
- Personnel will not remove safety guards from machinery or equipment except for the purpose of inspecting, making repairs, lubricating or making adjustments and then only after the power has been shut off, locked out and red tagged.
- All machinery guards will be replaced immediately after completion of service, repair, adjustments, etc.
- Machinery and equipment will be lubricated regularly to prevent it from overheating, wearing excessively and possibly coming apart while in operation.
- Machinery and related components will not be greased while they are in motion.
- Machinery will be capable of immediate shut down in order to avoid or minimize personnel injury or equipment damage.

**Cheater Pipes**

- A “cheater pipe” is usually a long piece of pipe that’s wide enough to fit around a wrench to help with leverage.
- Cheater Pipes should never be used under any circumstances.
- Wrenches have limits, and when extra force from cheater pipe is added, those limits are exceeded. Ultimately this practice causes the wrench to break and possibly injure the person using it.
- Extra stress may also be imposed on the equipment that is being worked on.
- One simple solution would to get a bigger wrench. If that is not possible, consult with the PIC (Person in Charge) and find a safe alternative.

## **Ladders and Scaffolds**

### **Purpose**

This section describes the requirements for the use of ladders and scaffolds.

### **Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

### **Ladders**

- Inspect ladders before use. Ladders are not to be painted except for numbering purposes. Do not use ladders for skids, braces, workbenches, or for any purpose other than climbing. If ladders are found to be defective, they should be tagged and placed out of service.
- Always face the ladder when climbing or descending.
- Stepladders should always be opened, set level on all four feet and locking mechanisms fully engaged. Stepladders should never be used like a straight ladder.
- The ladder rungs, cleats, and steps shall be parallel, level and uniformly spaced, when the ladder is in position for use.
- The ladder should be placed on a stable and level surface.
- Face the ladder when working from it.
- If it is necessary to place a ladder in or over a doorway, barricade the door and post warning signs.
- While ascending or descending a ladder, do not carry anything that will prevent holding on with both hands. Use a hand line.
- Keep both feet on the ladder rungs.

**Title: 5.4 Ladder and Scaffold Procedures**

- If working from a ladder, do not reach out too far or place one foot on an adjacent piece of equipment.
- Change the position of the ladder as often as necessary.
- A safety harness and an anti-fall device are required wherever practical at all times when ascending, descending and/or working from a ladder.
- Metal ladders must not be used for electric welding or near any electric lines or services.
- When not in use, the ladder should be properly stored.
- Place the ladder so that its bottom is positioned one-fourth the ladder's extended height from the base of the support object. In work environments limiting the proper positioning of ladders, all precautions shall be taken and employees notified of the potential unsafe condition.
- Ladders must be equipped with non-skid safety feet and properly secured at the ladder's base and top.
- The top of the ladder must extend at least three feet beyond the supporting object when the ladder is used for access to an elevated work area.
- After an extension has been raised to the desired height, ensure safety dogs or latches are engaged and the extension rope is secured to a rung on the base section of the ladder.
- Extension ladders must be overlapped a minimum of three rungs.
- Do not take extension ladders apart to use individual sections.
- Never stand on the top platform or top two steps of a stepladder. Do not store tools or materials on the steps or platform.
- Identify specific safety assignments before using two-man stepladders.
- Stepladders may require tying off under certain conditions.
- The total weight on a ladder shall not exceed the manufactures rated capacity.
- Ladders shall be used only for the purpose for which they were designed.



## Scaffolds

- All employees working from scaffolding shall be trained by a qualified person on the proper use of scaffolds prior to conducting work. At a minimum, the training must address hazards associated with falls, electrical, falling objects, fall protection, and use capacity. Re-training should be conducted every four years.
- Before starting work on a scaffold, a competent person must inspect it to determine that handrails, toe boards, and decking are in place, all wheels are locked (movable scaffolds), and locking pins are in place at each joint (section) to insure it is safe to start work.
- When ascending, descending or working on a scaffold platform the employee will wear and use a safety harness and lanyards. Lanyards shall be properly tied off to objects capable of supporting 5000 pounds of dead weight.
- Do not change or remove scaffold members unless authorized.
- No one is allowed to ride on a rolling scaffold when it is being moved.
- Remove all tools and material before moving scaffolding.
- Do not climb on or work from any scaffold handrail, mid rail, or brace member. Use the scaffold ladder to ascend or descend the scaffolding.
- When space permits, all scaffold platforms must be equipped with: (1) rigidly secured (not wired), standard 42" high handrails; (2) standard 21' high mid rails; (3) completely decked with safety plank(s) or manufactured scaffold decking; and (4) rigidly secured toe boards on all four sides. A certified scaffold builder must inspect all scaffolds.
- Adjusting or leveling screws must not be used on scaffolds equipped with wheels. Adjustment screw must not be extended more than 12 inches.
- Check with your supervisor for safe working loads on all scaffolds.

**Title: 5.4 Ladder and Scaffold Procedures**

- Rolling scaffolds should be used only on level, smooth surfaces. If necessary, the wheels can be contained in wooden or channel iron runners. Watch for overhead clearance when moving.
- Do not alter any scaffold member by welding, burning, cutting, drilling, or bending.
- Do not execute work assignments from scaffolding handrails, mid rails, or braces.
- Generally, parts and sections of scaffolding made by one manufacturer are not to be used with a second manufacturer's equipment.
- Any component of a scaffold system is not in working order; it must be tagged and replaced with the same component for that system. Changes must be made by a competent person.
- Scaffolds shall not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines.

Insulated Lines		
Voltage	Minimum distance	Alternatives
Less than 300 volts	3 feet (0.9 m)	
300 volts to 50 kv	10 feet (3.1 m)	
More than 50 kv	10 feet (3.1 m) plus 0.4 inches (1.0 cm) for each 1 kv over 50kv	2 times the length of the line insulator, but never less than 10 feet (3.1 m)

Uninsulated lines		
Voltage	Minimum	Alternatives

**Title: 5.4 Ladder and Scaffold Procedures**

	<b>distance</b>	
Less than 50 kv	10 feet (3.1 m)	
More than 50 kv	10 feet (3.1 m) plus 0.4 inches (1.0 cm) for each 1 kv over 50 kv	2 times the length of the line insulator, but never less than 10 feet (3.1 m)

- Scaffolds and materials may be closer to power lines than specified above where such clearance is necessary for performance of work, and only after the utility company, or electrical system operator, has been notified of the need to work closer and the utility company, or electrical system operator, has de-energized the lines, relocated the lines, or installed protective coverings to prevent accidental contact with the lines.



**Title: 5.5 Abrasive Blasting Procedures**

**Purpose**

This Section describes the requirements of abrasive blasting.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**Basis**

Estimates indicate that more than 1 million U.S. workers are at risk of developing silicosis and that more than 100,000 of these workers are employed as sandblasters. Approximately 59,000 of the 1 million workers exposed to crystalline silica will eventually develop silicosis unless job safety precautions are initiated. The Occupational Safety and Health Administration (OSHA) estimates that most of the hazards associated with sandblasting can be prevented if proper safety precautions at job sites are initiated.

**General**

PIONEER PRODUCTION SERVICES, INC will ensure that all potential sources of Abrasive Blasting within our facility(s) or host employers are evaluated. This standard practice instruction is intended to address comprehensively the issues of; evaluating and identifying potential sources of Abrasive Blasting, evaluating the associated potential hazards, communicating information concerning these hazards, and establishing appropriate procedures, and protective measures for employees.

**Responsibility**

PIONEER PRODUCTION SERVICES, INC HS&E Manager is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. PIONEER PRODUCTION SERVICES, INC HS&E Manager is the sole person

authorized to amend these instructions and is authorized to halt any operation of PIONEER PRODUCTION SERVICES, INC where there is danger of serious personal injury.

### **Written program**

PIONEER PRODUCTION SERVICES, INC will review and evaluate this standard practice instruction in accordance with the following:

- On an annual basis.
- When changes occur to governing regulatory sources that require revision.
- When changes occur to related company procedures that require a revision.
- When facility operational changes occur that requires a revision.
- When there is an accident or close-call that relates to this area of safety.
- Anytime the procedures fail.

Effective implementation of this program requires support from all levels of management. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

### **Related programs**

The following safety programs are used in consonance with this program:

- Confined Space Entry Program.
- Respiratory Protection Program, shall be established wherever it is necessary to use respiratory protective equipment.
- Hazard Communication Program.

### **Hazard overview**

Abrasive blasting involves forcefully projecting a stream of abrasive particles onto a surface, usually with compressed air or steam. Because silica sand is commonly used in this process, workers who perform abrasive blasting are often known as sandblasters.

### **Health affects**

When workers inhale the crystalline silica used in abrasive blasting, the lung tissue reacts by developing fibrotic nodules and scarring around the trapped silica particles. This fibrotic condition of the lung is called silicosis. If the nodules grow too large, breathing becomes difficult and death may result. Silicosis victims are also at high risk of developing active tuberculosis. The silica sand used in abrasive blasting typically fractures into fine particles and becomes airborne. Inhalation of such silica appears to produce a more severe lung reaction than silica that is not freshly fractured. This factor may contribute to the development of acute and accelerated forms of silicosis among sandblasters. Another form of silicosis is chronic silicosis, which usually occurs after 10 or more years of exposure to crystalline silica at relatively low concentrations. Sandblaster working in the dusty atmosphere created by airborne particles of silica sand without proper personal protective equipment and who remain in an atmosphere containing these particles may inhale dangerous or lethal amounts unknowingly. Abrasives and the surface coatings on the materials blasted are shattered during blasting. The dust from these sources shall be considered in making an evaluating the potential health hazards.

### **Engineering controls**

PIONEER PRODUCTION SERVICES, INC will install and maintain engineering controls where possible to eliminate or reduce the amount of silica in the work area and to reduce build-up of dust on equipment and machinery surfaces. Preventative maintenance will be conducted as a high priority to ensure effectiveness of the Engineering Controls. Where possible controls will include, but are not limited to:

- Dust collection systems

- Dust suppressant additive

### **Administrative controls**

Where Engineering Controls are not feasible Administrative Controls will be attempted where possible to eliminate or reduce the amount of silica or environmental dusts each worker is exposed to. Where possible controls will include, but are not limited to:

- Job-specific training programs
- Policies and procedure development
- Regular job inspections and review

If engineering or administrative controls cannot keep silica exposures below the NIOSH PEL respiratory protection must be used.

### **Personal protective equipment (PPE)**

Where Administrative Controls are not feasible PPE will be selected and used through the Job Hazard Analysis Program. Supervisors will ensure that equipment selected will meet the following requirements:

- It will be appropriate for the particular hazard.
- It will be maintained in good condition.
- It will be properly stored when not in use, to prevent damage or loss.
- It will be kept clean, fully functional and sanitary.
- Hazards associated with wear of protective clothing, PPE, personal clothing and jewelry. Protective clothing and PPE can present additional safety hazards Supervisors will ensure workers wear appropriate clothing and PPE. These items will be worn so as not create additional hazards.

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- Personal clothing and jewelry. Personal clothing and jewelry will be monitored by the immediate supervisor. Clothing or jewelry that could become entangled in tools, equipment or machinery or of an excessively flammable nature will be prohibited.
- All sandblasters shall wash their hands & faces before eating, drinking or smoking.
- No eating, drinking or tobacco products in the blasting area.
- Workers should change into disposable or washable work clothes at the worksite.
- Workers should change into clean clothing before leaving the worksite.
- Documentation. PPE requirements will be documented on a Job Hazard Analysis Worksheet and properly filed.
- Types of PPE. Where required, PPE will include, but are not limited to:
  - Abrasive Blasting Gloves
  - Appropriate Respirators
  - NIOSH approved Type CE blasting hoods with cape for the blaster
  - Body Shields
  - Aprons
  - Non-slip and steel-toed shoes
  - Full eye protection, will be provided when the respirator design does not provide such protection.
  - full-body jump suits for dust protection
  - Hard hats
  - Foot guards

**Equipment procedures**

All Blast equipment shall be kept clean and in proper working order, and with the proper safety tools. All blast cleaning nozzles shall be equipped with an operating valve which must be held open manually. A support shall be provided on which the nozzle may be mounted when it is not



in use. Air for abrasive-blasting respirators must be free of harmful quantities of dusts, mist, or noxious gases, and must meet the requirements for the supplied-air quality.

### **General requirements**

PIONEER PRODUCTION SERVICES, INC will establish Abrasive Blasting operational procedures through the use of this document.

### **Facility Evaluation**

PIONEER PRODUCTION SERVICES, INC shall evaluate the facility(s) to determine if any work area meets the criteria for designation as an Abrasive Blasting Hazard Area. Such areas will be fully evaluated for safety and compliance with respective safety regulations.

### **Housekeeping**

Dust shall not be permitted to accumulate on the floor or on the ledges outside of an abrasive-blasting enclosure, and dust spills shall be cleaned up promptly. Aisles and walkways shall be kept clear of steel shot or similar abrasive which may create a slipping hazard. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.

### **Procedures for atmospheric testing**

Atmospheric testing for Abrasive Blasting Hazard Areas is required for two distinct purposes:

- Evaluation of the hazards of the work area and verification that acceptable particulate levels exist in that area.

### **Evaluation Testing**

PIONEER PRODUCTION SERVICES, INC will ensure that the atmosphere is analyzed using equipment of sufficient sensitivity and specificity to identify and evaluate any hazardous

particulate levels that may exist or arise. Evaluation and interpretation of these data, and development work procedures, will be done by or reviewed by, a technically qualified professional (e.g., OSHA consultation service, or certified industrial hygienist, registered safety engineer, certified safety professional, etc.) based on evaluation of all serious hazards.

### **Training**

PIONEER PRODUCTION SERVICES, INC will determine whether training required for specific jobs will be conducted in a classroom or on-the-job. The degree of training provided shall be determined by the complexity of the job and the Abrasive Blasting exposure hazards associated with the individual job.

### **Initial Training**

Prior to job assignment, PIONEER PRODUCTION SERVICES, INC shall provide training to ensure that the hazards associated with Abrasive Blasting are understood by employees and that the knowledge, skills and personal protective equipment required are acquired by employees.

The training shall as a minimum include the following:

- Each authorized employee shall receive training in the recognition of applicable hazards involved with the particular job and job site, as well as the methods and means necessary for safe work.
- The specific nature of the operation which could result in exposure to Abrasive Blasting materials.
- The purpose, proper selection, fitting, use and limitation of personal protective equipment (PPE)
- The adverse health effects associated with excessive exposure to Abrasive Blasting materials.

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- The engineering controls, administrative controls and work practices associated with the employee's job assignment, including training of employees to follow relevant good work practices.
- The contents of any compliance plan in effect.
- The employee's right of access to records under 29 CFR 1910.20.

**Retraining**

Retraining shall be provided for all affected employees as a minimum under the following conditions:

- Whenever there is a change in job assignments.
- Whenever there is a change in personal protective equipment.
- Whenever there is a change in equipment that presents a new hazard.
- Whenever there is a change in processes that presents a new hazard.
- Whenever their work takes them into hazardous areas.
- Whenever there is a change in Abrasive Blasting safety procedures.
- Whenever safety procedure fails resulting in a near-miss, illness, or injury.
- Additional retraining. Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever PIONEER PRODUCTION SERVICES, INC has reason to believe, that there are deviations from or inadequacies in the employee's knowledge of known hazards, or use of equipment or procedures.
- The retraining shall reestablish employee proficiency and introduce new equipment, or revised control methods and procedures, as necessary.
- Certification. PIONEER PRODUCTION SERVICES, INC shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain a synopsis of the training conducted, each employee's name, and dates of training.

### **Work operations**

Work operations in which particulate or Abrasive Blasting materials may be encountered involve welding, burning, cutting, brazing, grinding, and abrasive blasting sanding, and drilling work.

The equipment and materials used to accomplish work operations are those normally associated with sandblasting and painting operations.

Employee crew size will vary and employee job responsibilities will be that of their craft. Specific additional responsibilities will be:

- Superintendent/General Supervisor
  - Monitors procedure to ensure compliance with this work practice.
- Supervisors
  - Ensures that the initial determination for potential Abrasive Blasting or particulate exposure has been accomplished before work begins.
  - Supervises the safe performance of work in accordance with this and other related work practices.
  - Assigns jobs only to qualified employees.
- Employees
  - Uses the protective and safety equipment as assigned and directed.
  - Abides by the requirements of this and site-specific work practices.

### **Monitoring and Measurement Procedures**

Eight Hour Time Weighted Average (TWA) Evaluations. Where possible 8hr



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TWAs will be taken so that the average eight-hour exposure is based on a single eight-hour sample. Air samples will be taken in the employee's breathing zone. Only qualified personnel will be selected to conduct evaluations.

**Sampling Methods**

Sampling and analysis will be conducted in accordance with acceptable industrial hygiene practices. Sampling data will be maintained for the duration of employment of the affected employee plus 30 years.

**Spill and Leak Procedures**

Spill and leak procedures will largely depend on the capability and emergency procedures of PIONEER PRODUCTION SERVICES, INC and any host employer. PIONEER PRODUCTION SERVICES, INC will ensure that adequate clean up procedures are in effect in any facility owned by PIONEER PRODUCTION SERVICES, INC. Any time employees work with a host employer we will ensure adequate procedures are in-place for the protection of all employee's (host and contractor) and the surrounding area.

**Emergency First Aid Procedures**

In the event of an emergency, institute first aid procedures and send for first aid or medical assistance in accordance with local procedures.

**Eye Exposure**

Wash immediately with large amounts of water. Lifting the lower and upper lids, occasionally, get medical attention as soon as possible.

**Skin Exposure (imbedded particulates)**

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Immediately flush with copious amounts of water. Remove any clothing blocking exposed skin areas and flush exposed skin areas, get medical attention as soon as possible.

**Respiratory Exposure**

Get the victim to open, fresh air immediately. If breathing has stopped perform CPR. Keep the victim warm and at rest. Get medical attention as soon as possible.

**Tool selection, evaluation and condition**

The greatest hazards posed by tools usually result from misuse and/or improper maintenance. Tool selection sometimes is not considered a priority when arrangements are made to begin work. All employees will consider the following when selecting tools:

- Is the tool correct for the type work to be performed?
- Are guards installed properly and in good condition?
- Are grounding methods sufficient when working?
- Does the tool create sparks or heat? Has this been considered when working around flammable substances?
- Are Organic abrasives used in automatic systems?
- Do impact tools such as chisels, wedges, or drift pins have mushroomed heads? The heads can shatter on impact, sending sharp fragments flying!
- Are wooden handled tools loose or splintered? This can result in the heads flying off and striking the user/coworkers!
- Are cutting tools sharp? Dull tools are more hazardous than sharp ones.
- Is the tool used on the proper working surface? Tools used on dirty or wet working surfaces can create a multitude of hazards.
- Are tools stored properly when not being used?

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- Is there sufficient clearance for tools requiring swinging motions such as hammers, axes, picks, etc?
- Tools will be checked for excessive vibration.

**Medical surveillance**

The medical surveillance provisions of this standard practice instruction are intended to provide our employees with a comprehensive approach to prevention of Silicosis. The primary purpose is to supplement the OSHA standard's primary mechanisms of disease and illness prevention, the elimination or reduction of airborne concentrations of Abrasive Blasting Materials or particulates and sources of ingestion, by facilitating the early detection of medical effects associated with exposure to Abrasive Blasting Materials or particulates. The ultimate goal will be to develop a plan for reducing exposures of employees whose X-rays show changes consistent with silicosis. All cases of silicosis shall be reported to State Health Departments and to OSHA or MSHA.

All medical examinations and procedures will be performed by or under the supervision of a licensed physician and are to be provided without cost to employees at a reasonable time and place. Examinations should include at least the following items:

- A medical and occupational history to collect data on worker exposure to crystalline silica and signs and systems of respiratory disease
- A chest X-ray
- Pulmonary function testing
- An annual evaluation for tuberculosis.
- Initial surveillance. Initial medical surveillance consists of chest X-rays.
- It will be provided to our employees occupationally exposed to airborne concentrations of Abrasive Blasting Materials or particulates on any one day at or above the action level as well as to employees performing high exposure "trigger tasks" during initial exposure assessment and at least every 3 years.

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- Routine and follow-up level medical surveillance. If an employee's airborne Abrasive Blasting Materials or particulates exposure is of concern (based on healthcare provider recommendation) PIONEER PRODUCTION SERVICES, INC shall provide medical surveillance to the employee consisting of routine monitoring as recommended by a healthcare provider. If a routine and follow-up test for Abrasive Blasting Materials or particulates exceeds recommended exposure criteria the employee will be removed from exposure. Employees will be notified in writing of any medical monitoring results within five working days after the receipt of monitoring results.
- Return to work.
- Abrasive Blasting Materials or particulates level of exceedance. Any employee removed from exposure to Abrasive Blasting Materials or particulates may return to former job status when approved by the PIONEER PRODUCTION SERVICES, INC healthcare provider. A Written recommendation that the employee no longer has a detected medical condition which places the employee at increased risk of impairment of health will be required by PIONEER PRODUCTION SERVICES, INC before return to work is authorized.

**Entry control**

Those work areas meeting the criteria for delineation, as an "Abrasive Hazards Work Area" will be restricted only to trained and authorized employees. Physical barriers, ropes, fencing or any other equally effective means of entry control may be used to control entry.

**Hazard marking**

Abrasive Hazards Work Areas will be identified by signage and color-coding as needed. A sign reading "DANGER ABRASIVE HAZARDS WORK AREA" or similar language will be used to satisfy the requirement for a sign.





**Title: 5.5 Abrasive Blasting Procedures**

**Hazard notification**

PIONEER PRODUCTION SERVICES, INC shall inform employees working near Abrasive Hazards Work Areas, by posting danger signs, conducting awareness training, or by any other equally effective means, of the existence and location of and the danger posed by abrasive blasting.



## **Purpose**

This section describes the requirements for hot work.

## **Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

## **General Requirements**

A hot work permit must be issued before hot work is performed within 150 feet of an area where combustible/flammable vapors or dust are or could exist; or within 35' of a solid combustible material.

Hot work is defined as any work that will generate sufficient heat to ignite combustible and/or flammable materials. Combustible materials are substances that will freely support combustion once ignited. The following activities are examples of hot work; however, there may be more that are applicable at specific locations:

- Welding
- Flame Cutting
- Grinding
- Portable Heaters or Steamers
- Electrical Tools/Equipment (that are not explosion proof or intrinsically safe)
- Sandblasting operations (static charges)

The supervisors are responsible to ensure that all work is authorized and permitted prior to starting work, regardless of who is performing the hot work. Any person replacing the supervisor will be properly instructed on how the job it to be completed.



**Title: 5.6 Hot Work Procedures**

Welders, Fitters, Fire watches, and Supervisors shall be trained with hands on experience with the specific type of equipment they are using for the job task. They shall also be familiar with the general requirements for welding, cutting, and brazing. Workmen shall also be familiar with section 1910.245, 1910.252, and American Welding.

Any equipment that is not in proper working order shall be removed form service, and repairs shall be made by qualified personnel only.

Workers in charge of oxygen or fuel-gas supply equipment will be competent for such work.

**Hot Work Procedures**

Obtain authorization from the supervisor overseeing the work before beginning any hot work. Any person may authorize the stoppage of work if there is reason to believe an unsafe condition/situation exists.

- The company representative responsible for supervising hot work must complete the hot work permit prior to starting work. (Host facility permits and gas tests are acceptable provided they meet are the requirements of this section.)
- The permit must be reviewed and signed by the person performing the work, he person authorizing the work, and the person approving the work to ensure his/her acknowledgment of the conditions set forth in the permit. If contract personnel are performing the hot work, the contractor's representative at the location where the hot work is being conducted must retain a copy of the permit.
- The person giving approval that the hot work may begin must ensure that the area is periodically surveyed to ensure the conditions remain suitable for hot work. The work

**Title: 5.6 Hot Work Procedures**

area shall be re-surveyed following all breaks, meals, meetings or other interruptions in the work.

- In the event hot work is done on metals that may produce toxic fumes, proper ventilation and respiratory protection will be provided.
- Remove any type of flammable material that can be removed from the area. If a flammable material cannot be moved, it shall be protected from any type of ignition source.
- If welding in a confined space then ventilation, securing cylinders, lifelines, electrode removal, gas cylinders shutoff and warning signs will be addressed.
- Continuous monitoring should be provided in areas where changing conditions are likely or in high risk areas such as in tanks or in the process areas of plants.
- If welding and cutting cannot be done safely, the work shall not be done.
- If conditions change so that hot work under a permit expires due to potential danger (i.e., leak, wind change, lower explosive limit (LEL) reading above 10 percent), etc. no work will be resumed until additional testing is conducted. The source of gas must be determined and the area is again safe to resume work.
- Expired hot work permits will be kept on file at the facility for at least one month beyond their expiration date.
- Permits will not be valid for shifts other than the one in which the work stated.
- Each permit will be dated and will carry an expiration time.
- The checking and testing that precedes the issuing of a permit should be as close as practical to the time the work is to be done. The percent of the lower explosive limit will be recorded on the permit. The work area shall be rechecked after any extended break in the job such as meals, coffee breaks, or meetings.

**Title: 5.6 Hot Work Procedures**

- No hot work shall begin if a lower explosive limit (L.E.L.) greater than 10 percent is measured. No exceptions to this rule shall be made. Non-direct reading instruments are **NOT PERMITTED** for hot work or confined space entry jobs.
- Combustible gas indicators will be calibrated prior to performing the gas test. If the meter is to be used multiple times throughout the shift it only needs to be calibrated at the beginning of the shift. The calibration results must be documented and filed appropriately at the location.
- Oxygen cylinders shall be stored in an upright secured position 20 feet from any flammable gases or petroleum products
- NOTE: Special considerations must be given to tanks that are being purged with an inert gas. “Normal” combustible gas indicators will not accurately measure the combustible gas in a tank being tested.
- A fire watch is necessary when:
  - Combustible materials are closer than 35ft
  - In a location where a fire might develop
  - Combustibles are 35ft away but easily ignitable
  - Wall of floor openings that are within 35 ft
  - Combustible materials that is adjacent to the opposite side of metal partitions, ceilings, or roofs.
- In the event the hot work will extend past the permit’s expiration time, a new permit must be obtained.
- Notify company representative responsible for operation of equipment or for supervising hot work when work is complete.
- See Section 15 - Hot Work Permit Form SIC-12.

**Fire Watch**



**Title: 5.6 Hot Work Procedures**

The operating supervisors are responsible for assigning a fire watch when the welding, flame cutting, grinding, use of portable steamer equipment, etc. is within 35 feet of a potential combustible or vapor source. The fire watch must be trained in the proper use of a cartridge-operated fire extinguisher. The supervisor shall review the duties of a fire watch which include:

- Understanding the location and nature of the hot work.
- Survey the area to be sure the necessary fire protection equipment is in place and ready for use.
- Survey the area for combustible or flammable materials.
- Remain in the area while the work is being performed and remain in constant communication range with person(s) doing the hot work.
- Never leave the area for any reason without a replacement.
- When bulkheads or walls are involved in hot work, both sides require a fire watch.

The fire watch must be in the ready position at all times when hot work is being performed. The ready position consists of being attentive and having the fire extinguisher in position prior to the start of work. The extinguisher nozzle must be at hand while the hot work is being performed. The fire watch will stay on watch for at least a half an hour after hot work is completed. The extinguisher must be returned to its assigned location when the hot work is complete.

The fire watch must periodically survey the area with an explosimeter to ensure the area is suitable for hot work. The work will stop immediately if the combustible gas indicator registers 10 percent or greater of the lower explosive level (L.E.L.) in the atmosphere. Only direct reading instruments are permitted for this work.



**Title: 5.6 Hot Work Procedures**

The fire watch is authorized to stop the work whenever he/she feels the conditions do not warrant such work. The fire watch is also authorized to stop the work if the work description on the permit is being exceeded.

The fire watch shall be equipped with all needed personal protective equipment needed to perform the work safely, such as properly shaded goggles for working with welders.

**Tail Gate Safety Meeting**

A tail gate safety meeting shall be conducted for non-routine hot work jobs and documented by the person supervising the hot work prior to starting work. The meeting will review the following topics:

- Hot work permit and gas testing/monitoring requirements.
- Appropriate emergency procedures and notifications.
- Ensure area is free of non-essential personnel, equipment, and vehicles.
- Use of personal protective equipment.
- Authority and responsibility of fire watch.
- Blinding, isolation, and purging of equipment.
- Ensure at least two escape routes with easy access are provided if hot work is being conducted in a bell hole or ditch. A second escape route must also be provided, if possible, when conducting hot work in a tank or vessel.
- First aid kits will be provided while work is being conducted.

References

- Occupational Safety and Health Administration, Department of Labor; 29 CFR 1910.252.D.2
- National Fire Protection Association, 1989 Supplement 51B.

## **Crane Procedures**

### **Purpose**

Define the PIONEER PRODUCTION SERVICES, INC policy on Offshore and Construction Crane Operations

### **Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

### **Operator Requirements**

- Only qualified operators will be permitted to operate cranes.
- Operators shall meet the physical qualifications, and understand the proper safe operation of cranes.
- Operators are responsible for exercising the caution necessary for the safe operation of their equipment.
- Operators shall immediately report unsafe conditions, including defects in the machine, to their supervisor.
- Whenever there is a safety concern, the operator must have the authority to stop and refuse to handle loads until a qualified person has determined that safety has been assured.
- Certifications shall be conducted by an accredited training provider every 4 years.
- Operators shall stay within the manufacturer's limitations for that specific type of crane. Attachments used with cranes shall not exceed the capacity, rating, or scope recommend by the manufacturer.
- Operators shall not permit anyone to ride the hook or load.

### **Operator Classifications**



**Class 1 Operator:**

- No restrictions or limitations.

**Class 2 Operator:**

- Limited to making lifts under 50% cranes lifting capacity at any radius.
- Limited to loading and unloading boats in calm seas only.
- Supervised with lifts over 50% cranes lifting capacity at any radius.
- Supervised with personnel lifts.

**Class 3 Operator:**

- Limited to making lifts under 50% cranes lifting capacity at any radius.  
(With direct supervision only)
- Limited to loading and unloading boats in calm seas only.  
(With direct supervision only)
- Cannot make personnel lifts under any condition.  
(With or without direct supervision)

**Leaving the Crane**

When the operator leaves the machine or while repairs are being made, it is their responsibility to set the brakes, secure the boom, take the machine out of gear and turn off the engine.



**Modifications**

Modifications that may affect the safe operation of a crane shall be approved by the manufacturer, and inspected by a certified inspector before crane is put back into service.

**Signals / Flagging**

When making a lift, the operator will take operational signals only from the man authorized to give them. The signal man will use the signals shall be the proper ANSI for the type of crane in use. An emergency stop signal given by anyone, will be acted upon by the operator. Only certified riggers are allowed to attach and detach loads from lifting equipment. They must have appropriate training and hands on experience.

*It is the joint responsibility of the operator and the riggers to see that all hitches are secure and that all loose material is removed before the loads are lifted. Material should not be hoisted until it is ready to be used / put into place.*

**Hooks / Taglines**

Safety hooks, or properly "moused" hooks, shall be used on all operations where loads are being handled. Hooks shall be of the type that can be closed and locked. Suspended loads shall be controlled by tag lines whenever necessary.

**Booms**

Booms shall be equipped with a boom angle indicator and a device designed and constructed to prevent the boom from falling over backward. Boom heads, load blocks and hooks shall be painted with high visibility paint.

**Outriggers**

Where necessary to increase stability, cranes, except crawler cranes and boom type excavators, shall be equipped with outriggers of a design and strength suitable for the work being performed.

## **Inspections**

Hooks, wire rope, bearings, gears, friction clutches, chain drives and other parts subject to wear must be inspected at regular intervals and repaired or replaced as required. Records of such inspections and resultant action taken shall be maintained by the contractor. A thorough annual inspection of the hoisting machinery shall be made by a competent person or by a government or private agency recognized by the U.S. Department of Labor. A record of these inspections must be maintained in office files. Crawler, truck and locomotive cranes must be inspected monthly. A certification of performance of these inspections is required. These types of cranes will meet all requirements for design, inspection, construction, testing, maintenance, and operation as stated in ANSI B30.5-1968. A designated competent person shall inspect machinery and equipment prior to each use, and during use, to make sure it is in safe operating condition.

Equipment must be inspected monthly by a competent person and documented. Documentation must include the following:

- Items checked results of inspection, and
- Name and signature of the inspector.

Documentation must be retained for 3 months. (Documented monthly inspection not required if the daily inspection is documented and records are retained for 3 months)

## **Safety Devices**

Safety devices are required to be on all equipment and must be in proper working order before operations begin. If any of the devices are not in proper working order the equipment must be taken out of service and operations must not resume until the device is working properly again.

Examples of safety devices may include:

- crane level indicator,

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- boom stops,
- jib stops,
- foot pedal brake locks,
- horns,
- etc.

All manufacturer procedures applicable to the operational functions of equipment, including its use with attachments, must be complied with.

**Signage**

Rated load capacities, recommended operating speeds, special hazard warnings, or instructions shall be placed on all equipment so that it is visible to the operator while they are at their control station. Also, post hand signals for crane and derrick operators at the job site and on the equipment. Signals prescribed by applicable ANSI standards shall be used.

**Fire Extinguishers**

All cranes shall be equipped with a 5# BC or greater fire extinguisher that is easily accessible by the operator in the event of an emergency.

**Barricades**

Accessible areas within the swing radius of the rear of the rotating superstructure of the crane, either permanently or temporarily mounted, shall be barricaded to prevent employees from being struck or crushed by the crane.

When loads are being hoisted, avoid walking under the lift or permitting an employee to be exposed to the swing of the lift.



### **Overhead Work Signage**

For the protection of other crafts on the project, post signs when overhead work is in progress, "DANGER - MAN WORKING OVERHEAD".

### **Exhaust Pipes**

Exhaust pipes shall be insulated or guarded in areas where contact may be made by employees during the performance of normal duties. They will also be constructed so they will not expose operators to hazardous atmospheres.

### **Hoisting of Employees**

Use of cranes to hoist employees should be avoided except in rare cases where aerial lifts, personnel hoist ladders, scaffolds or other means is not feasible or would be more hazardous. When this action becomes necessary, the criteria specified in OSHA 1926.550(g) (2) through (8) shall be strictly followed.

### **Operational Documents**

The operator shall have access to procedures applicable to the operation of the equipment. Procedures include rated capacities (load charts), recommended operating speeds, special hazard warnings, instructions and operator's manual.

### **CRANE OPERATIONS- OFFSHORE**

- Operators who operate offshore pedestal mounted cranes will go through the proper training for offshore pedestal cranes. They will also have offshore experience.
- They will also go through a physical that includes a detailed eye, hearing, and physical health exam. Both certifications and exams shall be updated every four years, or when management feels necessary.

- All offshore cranes will go through an initial, inspection before use, quarterly, and annually.
- All wire rope slings shall be inspected as per API RP 2D requirements. Only certified personnel shall inspect rigging gear.
- All Crane operations and work shall be immediately halted if lightning is in the vicinity. No work shall resume until 30 minutes after the last lightning strike.
- All Crane operations, static and dynamic, shall be immediately halted if the winds meet or exceed 35 MPH.
- All dynamic crane operations shall be immediately halted if sea conditions meet or exceed 12 feet.

## **CRANE OPERATIONS - WORKING UNDER THE LOAD**

### **Crane Movements**

Crane movements should always be considered prior to set up. Every effort should be made to avoid having to move the load over the work area. If this cannot be done, work should be temporarily halted and the area cleared while the pick is taking place.

### **Situational Awareness**

Others may not be as conscientious as they should. An operator may not even think of the danger of moving a load over your head. If you see a load coming, get out of the way. Don't forget to look out for your buddy also. Be aware of what is happening around you and above you.

### **Taglines**

Riggers and others may have to work near a suspended load in order to guide it into position. The use of tag lines can help keep you out of harm's way. The tag line will put distance between yourself and the load in the event the load shifts or moves unexpectedly. Tag lines can help keep



a load under control but remember, your weight is no match against a load that has started to swing or spin and develop momentum. Let it settle down on its own. When tending to tag lines, never loop the line around your hand, arm, or body. This could cause you to be dragged along with the load. Wear gloves. This helps you avoid rope burn. Lastly, be sure if you are guiding a load with a tag line that your travel path is clear and safe before the load is suspended. You will be spending a lot of time watching the load, rather than where you are going. It would be a shame to take all of the precautions to avoid being caught by the load, only to be injured in a fall.

### **Signal Person**

A signal person must be provided for the following situations:

- 1) The point of operation is not in full view of the operator
- 2) The view is obstructed when the equipment is traveling
- 3) The operator or the person handling the load determines it is necessary due to site specific concerns.

### **EQUIPMENT SAFETY**

Many crane accidents occur because the crane was used to lift more than its rated capacity. Crane accidents are generally serious and always expensive. The following discussion is intended to highlight the value of safety devices and help you avoid accidents:

#### **Load Charts**

Every crane is required to have load charts and the operator is expected to know how to use them. When was the last time your operator studied the charts before setting up to make a pick?

#### **Weight of the Load**

Knowing the weight of the load is the single most important part of making a safe pick. If the weight of the load is unknown, how can you set the crane up in the proper configuration? The easiest answer to this situation is installing a load indicating device on the crane.

### **Boom Angle Indicators**

Boom angle indicators are an absolute must. How can you use the load charts if you cannot measure the boom angle? If you do not use the load charts, you are guessing!

### **Level and Solid Ground**

Setting the crane up level and on solid ground is an absolute must! You can throw the load charts out the window if the crane is not set up level, because you have changed the tipping moment. Setting cranes up on loose or unstable soil is just as bad. If the crane settles on one side, you have changed the tipping moment again.

### **Counterweighting**

Increasing counterweight or securing crane with cables to avoid tipping situations is never an acceptable practice. When you increase counterweights to avoid a tipping situation, you risk the possibility of structural failure. If these operations continue for long enough, the repeated stress placed on the boom is certain to result in a boom failure.

### **Rigging Inspections**

Inspect your rigging daily or more frequently under demanding conditions. Ensure all hooks have safety latches. Lifting beams and spreader bars must have their rated capacities marked on them. Any rigging that is not in proper working order shall be removed from service immediately. Equipment must be inspected monthly by a competent person and documented.

Documentation must include the following:

- Items checked results of inspection, and



- Name and signature of the inspector.

Documentation must be retained for 3 months. (Documented monthly inspection not required if the daily inspection is documented and records are retained for 3 months)

### **Storage**

Rigging that is not being used shall be returned to its proper area for storage.

### **CRANE COUNTERWEIGHTS**

Although it seems like everyone knows of the danger of being struck by a crane's counterweight, this type of accident still persists in industry. The following incidents illustrate the hazards faced by employees working near cranes.

#### **Eliminate the problem**

Locate the crane in a position where there will be no pinch points created between the counterweights and nearby objects. The operator should only operate the equipment when the crane's swing area is clear.

#### **Guard or warn of the hazard**

The counterweight's swing area can be barricaded to keep workers out of the hazard zone. When appropriate, warning tape can be used to identify the swing area. Painting a portion of the counterweight a bright color helps to warn of the hazard by making it more highly visible.

#### **Eye to eye contact**

All workers in the area should be told to keep clear of the swing area. If material or equipment must be retrieved from within the counterweight swing area, the worker should make positive visual contact with the operator prior to entering the hazard zone. Once the worker is done, the



operator and worker should once again make positive visual contact so that the operator knows it is now safe to continue full operation.

### **CRANE DANGER SIGNS**

If you work around cranes, you should be on the lookout for the following danger signs of improper operation. If you see any of these occurring on a jobsite, immediately inform a supervisor before an accident takes place. Here are things to watch for:

#### **Outriggers, crawler tracks, or tires raised off the ground while operating.**

This is an extremely dangerous condition which indicates the crane is being overloaded and may tip over or collapse. The wrong move in this situation can cause a catastrophe.

#### **Operating close to power lines or other dangerous objects.**

Electrocution due to contact with power lines is the leading cause of crane related fatalities. Detailed federal regulations for proximity to high voltage sources must be strictly enforced. Any potential danger should be pointed out to the crane operator or a supervisor-but never touch the crane at this time.

Statements below are taken from 29CFR 1926.550 Crane or derrick general requirements section.

- For lines rated 50 kV. or below, minimum clearance between the lines and any part of the crane or load shall be 10 feet; For lines rated over 50 kV., minimum clearance between the lines and any part of the crane or load shall be 10 feet plus 0.4 inch for each 1 kV. over 50 kV., or twice the length of the line insulator, but never less than 10 feet;

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- In transit with no load and boom lowered, the equipment clearance shall be a minimum of 4 feet for voltages less than 50 kV., and 10 feet for voltages over 50 kV., up to and including 345 kV., and 16 feet for voltages up to and including 750 kV.
- A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means;
- Cage-type boom guards, insulating links, or proximity warning devices may be used on cranes, but the use of such devices shall not alter the requirements of any other regulation of this part even if such device is required by law or regulation;
- Any overhead wire shall be considered to be an energized line unless and until the person owning such line or the electrical utility authorities indicate that it is not an energized line and it has been visibly grounded;

Prior to work near transmitter towers where an electrical charge can be induced in the equipment or materials being handled, the transmitter shall be de-energized or tests shall be made to determine if electrical charge is induced on the crane. The following precautions shall be taken when necessary to dissipate induced voltages:

- The equipment shall be provided with an electrical ground directly to the upper rotating structure supporting the boom; and
- Ground jumper cables shall be attached to materials being handled by boom equipment when electrical charge is induced while working near energized transmitters.
- Crews shall be provided with nonconductive poles having large alligator clips or other similar protection to attach the ground cable to the load.



Combustible and flammable materials shall be removed from the immediate area prior to operations.

Riding the load or cr of a type that can be closed and locked, eliminating the hook throat opening. Alternatively, an alloy anchor type shackle with a bolt, nut and retaining pin may be used. Wire rope, shackles, rings, master links, and other rigging hardware must be capable of supporting, without failure, at least five times the maximum intended load applied or transmitted to that component. Where rotation resistant rope is used, the slings shall be capable of supporting without failure at least ten times the maximum intended load.

All eyes in wire rope slings shall be fabricated with thimbles.

Bridles and associated rigging for attaching the personnel platform to the hoist line shall be used only for the platform and the necessary employees, their tools and the materials necessary to do their work and shall not be used for any other purpose when not hoisting personnel.

### **Trial Lifts Inspection and Proof Testing**

The manufacturer's procedures and prohibitions must be complied with when assembling and disassembling equipment.

### **Assembly / Disassembly**

The assembly/disassembly of equipment must be directed by a competent and qualified person.

### **Trial Lift**

A trial lift with the unoccupied personnel platform loaded at least to the anticipated lift weight shall be made from ground level, or any other location where employees will enter the platform



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to each location at which the personnel platform is to be hoisted and positioned. This trial lift shall be performed immediately prior to placing personnel on the platform. The operator shall determine that all systems, controls and safety devices are activated and functioning properly; that no interferences exist; and that all configurations necessary to reach those work locations will allow the operator to remain under the 50 percent limit of the hoist's rated capacity. Materials and tools to be used during the actual lift can be loaded in the platform, as provided in paragraphs (g)(4)(iii)[D], and [E] of this section for the trial lift. A single trial lift may be performed at one time for all locations that are to be reached from a single set up position.

The trial lift shall be repeated prior to hoisting employees whenever the crane or derrick is moved and set up in a new location or returned to a previously used location. Additionally, the trial lift shall be repeated when the lift route is changed unless the operator determines that the route change is not significant (i.e. the route change would not affect the safety of hoisted employees.)

After the trial lift, and just prior to hoisting personnel, the platform shall be hoisted a few inches and inspected to ensure that it is secure and properly balanced. Employees shall not be hoisted unless the following conditions are determined to exist:

Hoist ropes shall be free of kinks; Multiple part lines shall not be twisted around each other; The primary attachment shall be centered over the platform; and

The hoisting system shall be inspected if the load rope is slack to ensure all ropes are properly stated on drums and in sheaves.

A visual inspection of the crane or derrick, rigging, personnel platform, and the crane or derrick base support or ground shall be conducted by a competent person immediately after the trial lift to determine whether the testing has exposed any defect or produced any adverse effect upon any



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component or structure. Any defects found during inspections which create a safety hazard shall be corrected before hoisting personnel.

At each job site, prior to hoisting employees on the personnel platform, and after any repair or modification, the platform and rigging shall be proof tested to 125 percent of the platform's rated capacity by holding it in a suspended position for five minutes with the test load evenly distributed on the platform (this may be done concurrently with the trial lift). After proof testing, a competent person shall inspect the platform and rigging. Any deficiencies found shall be corrected and another proof test shall be conducted. Personnel hoisting shall not be conducted until the proof testing requirements are satisfied.

**Work Practices**

Employees shall keep all parts of the body inside the platform during raising, lowering, and positioning. This provision does not apply to an occupant of the platform performing the duties of a signal person.

Before employees exit or enter a hoisted personnel platform that is not landed, the platform shall be secured to the structure where the work is to be performed, unless securing to the structure creates an unsafe situation.

Tag lines shall be used unless their use creates an unsafe condition.

The crane or derrick operator shall remain at the controls at all times when the crane engine is running and the platform is occupied.

Hoisting of employees shall be promptly discontinued upon indication of any dangerous weather conditions or other impending danger.



Employees being hoisted shall remain in continuous sight of and in direct communication with the operator or signal person. In those situations where direct visual contact with the operator is not possible, and the use of a signal person would create a greater hazard for the person, direct communication alone such as by radio may be used.

Except over water, employees occupying the personnel platform shall use a body belt/harness system with lanyard appropriately attached to the lower load block or overhaul ball, or to a structural member within the personnel platform capable of supporting a fall impact for employees using the anchorage. When working over water the requirements of §1926.106 shall apply.

No lifts shall be made on another of the crane's or derrick's load lines while personnel are suspended on a platform.

### **Traveling**

Hoisting of employees while the crane is traveling is prohibited, except for portal, tower and locomotive cranes, or where the employer demonstrates that there is no less hazardous way to perform the work.

Under any circumstances where a crane would travel while hoisting personnel, the employer shall implement the following procedures to safeguard employees:

Crane travel shall be restricted to a fixed track or runway;

Travel shall be limited to the load radius of the boom used during the lift; and

The boom must be parallel to the direction of travel.



A complete trial run shall be performed to test the route of travel before employees are allowed to occupy the platform. This trial run can be performed at the same time as the trial lift required by paragraph (g)(5)(i) of this section which tests the route of the lift.

If travel is done with a rubber tired-carrier, the condition and air pressure of the tires shall be checked. The chart capacity for lifts on rubber shall be used for application of the 50 percent reduction of rated capacity. Notwithstanding paragraph (g)(5)(i)[E] of this section, outriggers may be partially retracted as necessary for travel.

Equipment must not be assembled or used unless ground conditions are firm, drained, and graded to a sufficient extent so that, in conjunction (if necessary) with the use of supporting materials, the equipment manufacturer's specifications for adequate support and degree of level of the equipment are met.

### **Pre-lift Requirements**

A meeting attended by the crane or derrick operator, signal person(s) (if necessary for the lift), employee(s) to be lifted, and the person responsible for the task to be performed shall be held to review the appropriate requirements of paragraph (g) of this section and the procedures to be followed. Preoperational tests will be conducted prior to use of any crane. Testing requirements will be determined on the basis of, frequency of crane use; severity of service conditions; nature of lifts being made; experience gained on the service life of cranes used in similar circumstances, and OSHA, Consensus Standards, SAE Recommended Practice Test Code J765 (April 1962), and Manufacturer recommendations. Typical requirements include:

#### **Preoperational Tests - General:**

- Check for obstructions in the travel path of the crane.
- Check upper and lower limit switches.
- Check anti-two blocks for function ability.



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- Ensure all emergency disconnects are known before any test.
- Ensure that the manufacturers' recommendations are followed.
- If you're not familiar with the cranes' operation get help.
- Inspect all electrical controls for proper operation.
- Never unwind the spool completely.
- Observe for smooth operation of the components.
- Test all controls to determine proper operation.

**Preoperational Tests - Hooks:** A visual inspection will be done daily; and a monthly inspection with a certification record which includes the date of inspection, signature of the person who performed the inspection and the serial number, or other ID, of the hook inspected.

- Replace if deformation or cracks are found more than 15% in excess of normal throat opening.
- Check for proper function of the safety latch.
- Inspect for twists from the plane of the unbent hook replace if more than 10% twist
- Check for proper swivel.
- Replace damaged hook repair prohibited.
- If emergency hook repair must be performed, only under competent supervision.

**Preoperational Tests - Rope:** All ropes which has been idle for a period of a month or more due to shut down or storage of a crane on which it is installed shall be given a thorough inspection before it is used. This inspection shall be for all types of deterioration and shall be performed by an appointed or authorized person whose approval shall be required for further use of the rope. A certification record, which includes the date of inspection, and an ID of the rope, which was inspected, shall be prepared and kept readily available.

Typical requirements include:

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- Broken or worn outside wires.
- Corroded or broken wires at end of connections.
- Corroded, cracked, bent, worn, or improperly applied end connections.
- Reduction in rope diameter (replace if found).
- Severe kinking, crushing, cutting or un-stranding.

**Preoperational Test – Hoist chains:** (including end connections) A visual inspection daily plus a monthly inspection shall be made with a certification record which includes the date of the inspection, the signature of the person who performed the inspection and an ID of the chain which was inspected. Typical requirements include:

- Check for excessive wear
- Check for twist.
- Distorted links interfering with proper function.
- Check for stretch beyond manufacturer’s recommendations.

This meeting shall be held prior to the trial lift at each new work location, and shall be repeated for any employees newly assigned to the operation.

**Visible structural damage on the crane or rigging**

There is little or no backup system in the load-supporting components of most cranes. A damaged component can fail completely and without warning, causing the boom or load to fall.

**Modifications made by adding extra counterweight or holding down the rear of the crane.**

All job initiated modifications are illegal and may permit overloading the crane. If not approved by the crane manufacturer in writing, these modifications can over stress critical structural components, which could cause failure of the crane.



### **A crane operating near a trench or excavation**

Cranes exert extremely high loads on the soil near the tracks, outriggers, or tires. A crane set up in close proximity to an excavation can cause soil failure, crane turnover, and possible disaster.

### **The crane is noticeably out of level while operating**

There is no faster way to collapse a crane boom than to impose a side force on the boom. Working out of level creates a dynamic side force which means a crane collapse may be imminent. The crane's hoist line is not vertical at all times during operation. This indicates improper operation. A hoist line which is not vertical obviously indicates that the load is not hanging straight down. Out of plumb loads can cause crane collapse by generating side forces on the boom. In some instances, the crane may tip over if the load swings.

The work zone shall be identified by demarcating boundaries such as flag and range limiting devices, or defining the work zone as 360 degrees around the equipment up to the maximum working radius. The hazard assessment must determine if any part of the equipment could get closer than 20 feet to a power line.

If it is determined that any part of the equipment, load line or load could get closer than 20 feet to a power line then at least one of the following measures must be taken:

- 1) Ensure the power lines have been de-energized and visibly grounded
- 2) Ensure no part of the equipment, load line or load gets closer than 20 feet to the power line
- 3) Determine the line's voltage and minimum approach distance.

### **Medical Qualifications and Requirements**

The purpose of the history and physical examination is to detect the presence of physical, mental, or organic defects of such a character and extent as to affect the employee's ability to operate a



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crane safely. The examination should be made carefully and completely. History of certain defects may be cause for rejection or indicate the need for making certain laboratory tests or a further, and more stringent, examination. Defects may be recorded that do not, because of their character or degree, indicate that certification of physical fitness should be denied.

**General**

Has no impairment of the use of a foot, a leg, a hand, fingers, or an arm, and no other structural defect or limitation, which is likely to interfere with his/her ability to control and safely operate a crane or has been granted a waiver upon a determination that the impairment will not interfere with his/her ability to control and safely operate a crane.

**Head—eyes.**

Operator must have distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal median in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber, if color differentiation is required.

**Head—ears.**

When tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, 2,000 Hz, 3,000 Hz and 4,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) Z24.5-1951



## **SAFE LIFTING PROGRAM**

### **INTRODUCTION**

Back safety awareness is necessary, due to the prevalence and severity of back injuries throughout business and industry. Sprains and strains are the most common causes of lower back pain. Backs can be injured by improper lifting, falling, auto accidents, and sports activities. But of these, lifting improperly is the largest single cause of back pain and injury. Instituting proper lifting techniques and other safety measures can significantly reduce back injury incidences.

This safe lifting plan will be used to create an awareness of the hazards among our workforce, standardize lifting techniques, and specify alternative material-handling measures when lifting or moving materials by hand that could pose an injury hazard. Problems with the lower back are a frequent cause of lost work time and worker's compensation claims. This plan will help eliminate avoidable injuries resulting from improper lifting and keep you and your back healthy.

### **PURPOSE**

PIONEER PRODUCTION SERVICES, INC requires the procedures in this plan to be followed to provide a safe working environment. PIONEER PRODUCTION SERVICES, INC has implemented these procedures on safe lifting practices to ensure that employees are trained to protect themselves from the hazards of improper lifting practices.

It is the responsibility of management at PIONEER PRODUCTION SERVICES, INC to ensure that these policies are implemented. It is the responsibility of management to

**Title: 5.8 Manual Lifting Procedures**

ensure that these policies and the information necessary to carry out these policies is communicated to employees. It is the responsibility of all employees to follow safe work practices and comply with these rules regarding work practices.

The effectiveness of the back safety plan depends upon the active support and involvement of all affected employees.

**AFFECTED EMPLOYEES/DEPARTMENTS**

All employees have job duties that, at some time, require lifting or material handling. These employees are to be trained on and follow the rules of this Safe Lifting Program.

**SAFE LIFTING TECHNIQUES**

The following points outline good lifting practices and procedures, safe lifting techniques that may be taught to employees to minimize their risk of back injury and pain. These practices are written with the lifter in mind. Lifting remains an important function despite the level of mechanization found in the workplace today, so attention must be directed toward safe lifting practices. **All employees shall utilize manual lifting equipment when appropriate.**

**HAZARD ASSESSMENT**

**Supervisors must evaluate work areas and monitor employees' work techniques to assess the potential for and prevention of injuries. All lifting task must be identified in the JSA prior to work. Size up the load and check overall conditions. Employees must not attempt the lift by themselves if the load appears to be too heavy or awkward. Check that there is enough space for movement, and that the footing is good. Good housekeeping helps ensure that you won't trip or stumble over an obstacle.**

## **TRAINING**

Training on proper lifting techniques will be conducted to assist in the avoidance of musculoskeletal injuries. Training will include general principles of ergonomics, recognition of hazards and injuries, procedures for reporting hazardous conditions, and methods and procedures for early reporting of injuries. Additionally, job specific training will be given on safe lifting and work practices, hazards, and controls.

## **INJURIES**

Any injury resulting from manual lifting or repositioning, including sprains, strains, or any other musculoskeletal injuries, must be reported to the onsite supervisor immediately. Supervisors must complete an accident investigation report and notify the emergency response coordinator.

An accident investigation will be conducted to determine safer work practices to prevent further injuries from occurring. All musculoskeletal injuries must be recorded and reported as required by 29 CFR Part 1904.

## **TEAM LIFTING**

If the weight, shape, or size of an object makes the job too much for one person, team lifting can be used. Ideally, workers should be of approximately the same size for team lifting. One individual needs to be responsible for control of the action to ensure proper coordination. If one worker lifts too soon, shifts the load, or lowers it improperly, either they or the person working with them may be injured.

The basics of good lifting are:

1. Size up the load before you lift. Test by lifting one of the corners or pushing. If it's heavy or feels too clumsy, get a mechanical aid or help from another worker. When in doubt, don't lift alone!

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2. BEND THE KNEES. There's a reason for that, it is the single most important aspect of lifting.
  
3. When performing the lift:
  - Place your feet close to the object and center yourself over the load.
  - Get a good hand hold.
  - Lift straight up, smoothly and let your legs do the work, not your back!
  - Avoid overreaching or stretching to pick up or set down a load.
  
4. Do not twist or turn your body once you have made the lift.
  
5. Make sure, beforehand, that you have a clear path to carry the load.
  
6. Set the load down properly.
  
7. Always push, not pull, the object when possible.
  
8. Change the lifting situation, if possible, to minimize a lifting hazard:
  - If it's a long load, get some help – work as a team, lift, walk, and lower the load together.
  - Split the load into several smaller ones when you can, to achieve manageable lifting weight.
  - Avoiding lifts from below the knees or above the shoulders by using mechanical aids, positioning yourself so that the object to



move is within an acceptable lifting range (between the shoulders and knees), and/or getting help from your coworkers.

- Let one person call the shots and direct the lift.

### **ALTERNATIVE MATERIAL-HANDLING TECHNIQUES**

Alternative material-handling techniques for carrying or moving loads are to be used whenever possible to minimize lifting and bending requirements.

These alternative material-handling techniques include use of:

- Hoists,
- Forklifts,
- Cranes,
- Dollies,
- Carts, and
- Other mechanical devices.

### **OTHER SAFE WORK TECHNIQUES**

Work issues other than lifting can also cause serious back pain or injury. You can avoid them or improve work techniques related to them by utilizing the following:

1. **Catching Objects & Working Low** – When catching falling or tossed objects, your feet should be firmly planted, with your back straight and your knees slightly bent. Your legs should absorb the impact, not your back. If you're working on something low, bend your knees. Keep your back as straight as possible. Bending from the waist can lead to back pain. If you have to use your back, keep

your knees bent and your back flat. In both of these situations, frequent rest breaks are necessary and will help to keep from getting back fatigue.

2. **Extended Sitting/Standing** – Certain jobs require long hours of standing or sitting. These conditions can also create back troubles. Get up and stretch frequently if you are required to sit for long periods. If standing, ease the strain on your lower back by changing foot positions often, placing one foot on a rail or ledge. However, keep your weight evenly balanced when standing. Don't lean to one side.
3. **Other Materials Handling Tasks** – Tasks such as lowering, pushing, pulling, and carrying can create hazards to the back as well. If the task feels uncomfortable or unnatural, utilize the alternative materials-handling techniques listed in the Plan.
4. **Housekeeping** – Poor housekeeping: slippery floors, crowded work conditions, tools or other hazards on the floor can create slip, trip or fall hazards when lifting.
5. **Poor Posture at Work** – Be aware of proper posture when sitting, standing, or reclining. When sitting, your knees should be slightly higher than your hips and your shoulders and upper back should be straight. When lying down or sleeping, keep your knees slightly bent.
6. **Poor Lighting** – Poor lighting in the work area can lead to poor work practices that result in injuries of many types. Make sure lighting is adequate for the task at hand, replace burnt out bulbs, and point out hazardous areas to your immediate supervisor.

### PROPER LIFTING TECHNIQUES

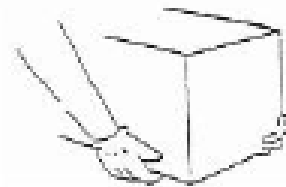
#### GENERAL RULES for all situations



1. **Stand Close to the object.** Have firm footing, with feet spread comfortably and one foot slightly forward.



2. **Squat Down - straddle the load somewhat.** Keep back straight, bend knees.



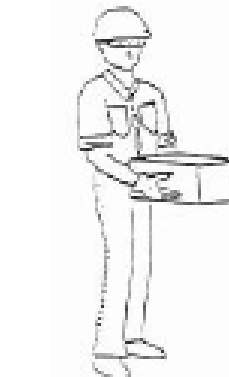
3. **Grasp object firmly;** be sure grip won't slip.



4. **Breathe in -** inflated lungs help support the spine.



5. **Lift with legs -** slowly straighten them. After legs are straight, bring back to vertical position.



6. **Hold object firmly, close to body**



**Title: 5.9 Compressed Gas Cylinder Procedures**

General Safety Considerations for Compressed Gas Cylinders

- Employees must be trained on the proper use, handling and storage of compressed gas cylinders.
- Compressed gas cylinders must be clearly marked with the identification of the gas, and are to be stored apart from other gases, when possible. No compressed gas cylinder should be accepted for use that does not legibly identify its content by name.
- When a cylinder cap cannot be removed by hand, cylinder shall be tagged "Do Not Use" and returned to the designated storage area for return to vendor.
- Visual and other inspections shall be conducted to determine that compressed gas cylinders are in a safe condition.
- Hoses and connections should be inspected regularly for damage. Hoses should be stored in cool areas and protected from damage.
- Cylinders will not be stored near flammable materials. They must be kept away from any heat source, such as heaters or exhausts. If stored outside, they should be protected from direct sunlight and weather corrosion. Inside of buildings, cylinders shall be stored in a well-protected, well-ventilated, dry location. Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards.
- Full and empty cylinders must be clearly distinguished and stored apart.

**Title: 5.9 Compressed Gas Cylinder Procedures**

- Storage areas for full and empty cylinders must be designated and labeled. Cylinders should be stored in definitely assigned places away from elevators, stairs, or gangways.
- Cylinders must be secured at all times in such a way as to avoid them being knocked over or damaged, must be stored in a vertical position, not stored in public hallways, and segregated based upon contents.
- 20 feet should be maintained between oxidizers and flammables or firewalls erected at least 5 feet high and with a fire rating of 30 minutes.
- Cylinders must be protected from damage, corrosion, sunlight and kept away from heat sources.
- Cylinders should be capped when they are not being used.
- Compressed gas cylinders will not be subjected to rough usage, excessive shock, or used as rollers, or supports.
- Cylinders must never be dropped from a height.
- Cylinders must be transported in a vertical secured position using a cylinder basket or cart, and must not be rolled. Regulators should be removed and cylinders capped before movement. Cylinders should not be dropped or permitted to strike violently and protective caps are not used to lift cylinders.

**Title: 5.9 Compressed Gas Cylinder Procedures**

- Oxygen cylinders and their fittings must not be stored or handled where they can come into contact with oil or grease, including greasy hands, gloves, or rags. Oils and greases ignite spontaneously in the presence of oxygen.
- Never use oxygen for compressed air or cleaning purposes, or as an air supply to start any kind of engine.
- Leaking cylinders should be moved to an isolated, well-ventilated area, away from ignition sources. Soapy water should be used to detect leaks. If the leak is at the junction of the cylinder valve and cylinder, do not try to repair it. Contact the supplier and ask for response instructions.
- Pressure reducing regulators set at the proper pressures must be used for oxygen/acetylene cutting. Acetylene pressure downstream from the regulator must never be more than 15 psi.
- Reverse flow check valves must be installed in both the acetylene line and the oxygen line to prevent back-flow of one gas into the other gas regulator. Such a condition can cause an explosion of the regulator, resulting in serious injury or death.
- Never allow oxygen pressure to go below acetylene pressure, which should always be less than 15 psi. Change oxygen bottles when oxygen pressure reaches 300 psi. When changing to a new oxygen bottle, always purge the regulator before connecting it by cracking the cylinder slightly and letting the oxygen pressure force the trapped gas out of the regulator.

**Title: 5.9 Compressed Gas Cylinder Procedures**

- Cylinders must be equipped with the correct regulators All fittings must be free of oil and grease when connecting regulators to cylinders. When oxygen under pressure comes into contact with oil or grease, it is potentially dangerous.
- Only tools provided by the supplier should be used to open and close cylinder valves.
- Cylinders should be marked as "MT" and dated when empty. Never mix gases in a cylinder and only professionals should refill cylinders. Empty cylinders must be handled as carefully as full cylinders.

**OXYGEN AND ACETYLENE SAFETY**

**GENERAL INFORMATION**

- Oxygen and acetylene cylinders must have a metal wall separating them when they are stored closer than 20 feet apart.
- Never use compressed gas to blow off one's clothing or to clean any work area.
- Under normal cutting procedures, oxygen gauges should not surpass 40 pounds of regulated pressure.
- Acetylene gauges should not exceed 15 pounds of pressure. Gauges should not be operated with the gauge registering on the red line.

**Title: 5.9 Compressed Gas Cylinder Procedures**

- Before cutting a line by any method, the line must be punctured first by a small air drill, punch, or hacksaw. This precaution is to ensure that all pressure has been removed. There is no exception to this rule.
- Cylinder valves should be checked for leakage when they arrive. Torches, valves, check valves, O-rings, regulators, and hoses should be inspected regularly. Check valves should be installed on a hose at the torch end and the regulator end.
- Leaks and bruises in hoses should be repaired immediately. A few inches of that part of the hose near the torch, which is subjected to the hardest use, should be cut off regularly and the hose reattached.
- No attempt should be made to transfer any gas from one cylinder to another.
- Should a hose catch fire, close the valve at the cylinder if it is safe to do so. No attempt should be made to extinguish the fire by pinching the hose.
- When not in use, the hose on oxy-acetylene welding units should be racked. Master valves on oxygen and acetylene cylinders should be closed and pressure should be bled from regulators and hoses after they have been used. Regulators should be backed off to prevent damage to the regulator because of pressure build up.
- Compressed gas cylinders should be handled carefully even when they are empty. Rough handling may damage cylinders or cause leakage, with consequent danger of fire and explosion.





**Title: 5.9 Compressed Gas Cylinder Procedures**

- Dented or damaged cylinders should not be used. They should be vented, tagged, and returned to the owner.
- Except when in use, cylinder valves should be closed with caps in place. Do not lift the cylinders by the caps and do not use them for rollers or any other purpose.
- Cylinders should be securely fastened in an upright position with valve ends up.
- At elevated pressures, oil or grease combined with oxygen can be explosive. Keep oil and grease off regulators, valves, hoses, and gauge connections.
- Oxygen should not be used to inflate tires or blow debris from clothing or skin.
- A job-specific written procedure must be prepared and approved before any work is started that requires welding together of connections or additions to piping, vessels, and tanks containing flammable liquids, gas, or combustible materials under pressure.
- Do not move or transport an oxygen or acetylene cylinder with the gauges attached to the cylinder. Valves must be turned off, gauges removed, and safety caps put on the cylinders.



## 1. Purpose

1.1. The purpose of this policy is to ensure that PIONEER PRODUCTION SERVICES, INC has the proper measures in place to protect its employees from the hazards of mobile equipment on jobsites

## 2. Training

2.1. Employees shall be trained for the specific piece of equipment that they will be operating.

2.1.1. Only authorized employees shall be allowed to operate mobile equipment. Authorization to operate mobile equipment will be issued to employees qualifying under appropriate training and proficiency testing.

2.2. Employees will meet the proper physical requirements

2.3. Training will include

2.3.1. Proper inspection of specific equipment being operated

2.3.1.1. At the beginning of each shift, the operator shall inspect and check the assigned equipment, reporting immediately to his/her supervisor any malfunction of the clutch or of the braking system, steering, lighting, or control system and locking/tagging out the equipment if necessary.

2.3.2. Proper safe operating conditions



**Title: 5.10 Mobile Construction Equipment Procedures**

2.3.2.1. Unauthorized personnel shall not be permitted to ride on equipment unless it is equipped to accommodate passengers safely.

2.3.2.2. The operator shall make sure the warning signal is operating when the equipment is backing up.

2.3.2.2.1. Spotters shall be used in tight areas.

2.3.2.3. The operator shall not use, or attempt to use any vehicle in any manner or for any purpose other than for which it is designated.

2.3.2.4. Before starting the engine, the driver shall fasten seat belts and adjust them for a proper fit.

2.3.2.5. No operator shall operate mobile equipment without the protection of an enclosed cab or approved eye protection.

2.3.2.6. Operator shall ensure that ground is level and stable while operating the equipment.

2.3.2.7. Ensure that drive and swing paths are clear of obstructions.

2.3.3. Reporting of mechanical issues

2.3.3.1. All issues must be reported to the supervisor immediately.

2.3.3.2. All operations of equipment will stop until issue is corrected and equipment is deemed usable by certified mechanic.

2.3.3.3. Equipment shall not be worked on unless mechanic is onsite or competent person is performing the work.

#### 2.3.4. Preventative maintenance

2.3.4.1. Daily/weekly/monthly/quarterly/annual maintenance shall be completed by competent persons only.

2.3.4.2. All maintenance and inspection procedures shall be documented and maintained onsite and by the maintenance department.

2.3.5. Transportation procedures 2.3.5.1. The operator shall not load the vehicle/equipment beyond its established load limit and shall not move loads which because of the length, width, or height that have not been centered and secured for safe transportation.

2.3.6. Refueling procedures 2.3.6.1. The operator of a gasoline or diesel vehicle shall shut off the engine before filling the fuel tank and shall ensure that the nozzle of the filling hose makes contact with the filling neck of the tank. No one shall be on the vehicle during fueling operations except as specifically required by design. There shall be no smoking or open flames in the immediate area during fueling operation.

#### 2.3.7. Reporting of incidents

2.3.7.1. All incidents shall be reported immediately to the onsite supervisor and HSE Dept.

2.3.8. Completion of hands on and written exam



## **SCOPE**

The following topics covered in this profile apply to all employees conducting rigging related work for PIONEER PRODUCTION SERVICES, INC.

## **PURPOSE**

Rigging operations are one of the most dangerous operations in the industry. Working unsafely around heavy equipment can lead to a serious incident and/or injuries. These operations can occur in an onshore or offshore environment where the potential exist for extended response times for medical attention. This profile provides guidance and a minimum set of expectations for riggers performing rigging related activities.

## **ACRONYMS**

ALARP – As Low as Reasonably Practicable

API RP – American Petroleum Institute Recommended Practice

ANSI – American National Standards Institute

JSEA – Job Safety & Environmental Analysis

MSDS – Material Safety Data Sheet

PFD – Personal Floatation Device

PPE – Personal Protective Equipment

WLL – Working Load Limit

## **RESPONSIBILITIES**

### **Riggers' Responsibilities**

- As a rigger, you are required to follow the guidelines and procedures established in this profile. In the event of a conflict between this profile and a client's safety program, the more stringent rule shall apply.

**Title: 5.11 Rigging Profile**

- You have the responsibility to take reasonable care of your own safety and that of other people who may be affected by your conduct at work.
- All employees have the responsibility to stop any work that does not comply with this profile.

**Supervisor and Captains' Responsibilities**

- Ensure the vessel's stability for all cargo placed upon its deck.
- Participate, by radio, in pre-lift meetings and risk assessments.
- Make sure that the cargo is properly positioned and secured before leaving the dock or offshore facility.
- Ensure that all personnel (company and third party) participating in rigging operations on the vessel wear proper work clothes and PPE.
- Stop any lift operation to or from the vessel that is deemed unsafe.
- Maintain communication with the lift team during lifting operations via hand signals and radio.

**Managements' Responsibilities**

- Ensure employees are aware of the contents in this profile.
- Provide employees with the necessary tools to conduct rigging related activities safely.
- Support employees with the ability to use Stop Work Authority.

**TRAINING**

Training is required to ensure competence with the required job skills. Any person involved in any rigging operation, must be trained to conduct that operation. Minimal training requirements include:

- Successful completion of a rigger-training course, which at a minimum meets the client's requirements (i.e. API RP-2D (latest edition) standards).
- Successful completion of a rigger-training refresher course, which at a minimum meets the client's requirements.

All employees who perform rigging activities must have documentation verifying successful completion of the above training requirements.

### **ASSESSING RISKS**

Using proper planning techniques prior to beginning any job identifies hazards associated with the operation and implements the appropriate safeguards to reduce the operating risk and the potential for safety, health and environmental incidents and liabilities.

### **Pre-Job Safety Meetings**

Before a new job or in the event of a significant operational change, the person in charge must hold a pre-job safety meeting to discuss job planning, job assignments, the completion of a JSEA, and any unique or unusual project hazards. Everyone involved in the job task must be involved in this meeting. If shift change occurs or another crewmember joins the job, another safety meeting must take place. Pre-job safety meetings for rigging operations include:

### **Pre-Job Safety Checklist**

This is a safety checklist that asks very important questions in relation to the job task.

- Do you have the right equipment for the job?
- Do all personnel understand how to safely do the job?
- Are the proper safety procedures to do the job in place?



### **Rigger Checklist**

This checklist is used in addition to the checklist above. It assists with rigging related inspections such as checking to ensure:

- Slings, shackles, taglines are appropriate.
- Spacing is adequate.
- MSDS is available.
- Equipment is loaded appropriately.

### **JSEA (Job Safety & Environmental Analysis)**

The JSEA process is used to determine the hazards of, and safe procedures for, each step of the job. A specific job or work assignment is separated into a series of relatively simple steps; the hazards associated with each step are identified; and solutions are developed to control each hazard. Each JSEA must assess each aspect of the task and identify items that could pose a threat to the environment or result in injury to personnel or damage to equipment.

Jobs and job conditions can vary from one day to another. Many factors such as weather, time of day and sea state can present additional hazards not found on the baseline JSEA. JSEAs must be reviewed with additional information, hazards and solutions documented on the form. In the event new personnel arrive at the site after the job or activities have begun, those personnel must review the JSEA before beginning work.

JSEAs must be kept on file for auditing purposes.

### **JSEAs with Rigs / Facilities**

Rigging activities involve not only the riggers at job sites or onboard vessels, but they also involve crane operators and other employees of the rig or land based facility. It is of the utmost importance, that the planning techniques and hazard assessments involve everyone with any

relation to the job task. It is expected to have everyone involved in the task and the crane operator participates in the JSEA process. During these meetings, it is important to determine the total scope of the job and where to place equipment so equipment does not need to be moved more than once. These JSEAs are encouraged to be conducted at the job site if possible.

### **Lift Plans**

No rigger should engage in loading or offloading unless the entire rigging team has been included in the crane pre-lift plan.

### **Material Safety Data Sheet (MSDS)**

MSDSs provide information on manufacturer, chemical ingredients, hazards, storage, first aid measures, and PPE. If rigging operations include the moving of hazardous substances, copies of MSDSs for all hazardous substances to which employees may be exposed **MUST** be available to all employees at all times. If any MSDS is not available, the job shall not commence until the MSDS is present.

### **PPE**

Appropriate PPE must be used at all times during rigging operations. ANSI approved hard hats, ANSI approved protective eyewear, ANSI approved foot protection (steel toe shoes or boots), long pants, sleeved shirts and gloves are the minimum required basic PPE. Additional PPE such as PFDs are required while rigging offshore.

### **WEATHER CONDITIONS**

Weather conditions can create additional hazards such as slippery surfaces, difficulty balancing and unstable loads. Wind speed/gusty conditions, etc. can reduce the lifting capacity of the crane and endanger the crew. Before rigging operations start, the supervisor should verify weather conditions to ensure the most up to date information is provided.

In severe weather conditions, there is the added possibility of the cargo breaking loose, which can be very hazardous to the crew when they try and re-secure it on pitching, and heaving surfaces. There is the obvious risk of them being trapped and crushed between loads.

Consider the use of additional or stronger lashings to compensate for rough weather. Cargo binding should always be done with worst-case scenarios in mind. ALWAYS, take weather conditions in consideration when conducting pre-job risk assessments and REMEMBER, you have the right to stop the job if you feel unsafe.

### **STOP WORK AUTHORITY**

It is the policy of the company that:

- All employees and its contractors have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist.
- No work will resume until all stop work issues and concerns have been adequately addressed.
- Any form of retribution or intimidation directed at any individual or company for exercising their authority as outlined in this program will not be tolerated.

### **EQUIPMENT AND INSPECTIONS**

Rigging equipment should only be used for the specific purpose for which it is designed and should not be adapted for any other purpose. All items associated with rigging, must be examined prior to each use to ensure that they are safe to carry out the task at hand. Should any item fail its visual examination, it must be withdrawn from service immediately and reported to the supervisor. Never attempt to repair any item of lifting gear or equipment. Hooks, chains or rigging fittings shall not be cut, heated or welded. The use of field modified or non-certified

lifting and hoisting equipment is prohibited. Field modified or non-certified lifting equipment must be removed from service immediately and reported to your supervisor.

All lifting gear must be inspected monthly for availability and serviceability with documentation reflecting the date of inspection, name of inspector, findings and corrections.

### **SLING GUIDELINES**

- All slings are required to be certified and labeled with sling tags. Wire rope sling tags are typically attached with small wire and synthetic tags are sewn directly to the sling. Tags should include:
  - Manufacturer's name
  - Serial #
  - WLL
  - Date of last inspection
- Do not use a sling if the identification tag is missing. Tag it, render the sling unusable and put it on the side until it can be re-inspected and re-tagged by an approved inspection company.
- Slings that are damaged or defective shall not be used.
- Slings shall not be shortened with knots or other similar means.
- Sling legs shall not be kinked.
- Slings shall not be loaded in excess of their rated capacity.
- Slings shall be securely attached to their loads.
- Slings or other lifting devices should be properly seated in the hook saddle before lifting load.
- Slings shall be padded or protected from the sharp edges of their loads.
- Shock loading of slings is prohibited.

**Title: 5.11 Rigging Profile**

- Hands or fingers shall not be placed between the sling and its load while the slings are being tightened around the load.
- A sling shall not be pulled from under a load when the load is resting on the sling.
- Avoid trapping of slings between the load and the floor. This will cause damage to the sling.
- Synthetic slings shall not be used where fumes, vapors, sprays, mists, or liquids of acids or other harmful chemicals are present.
- Never allow wire rope to lie on the ground. It should be stored in a covered area and well lubricated.
- Slings shall be padded or protected from the sharp edges of their loads.

**SLING PRE-USE INSPECTIONS (Wire Rope Slings)**

Take wire rope slings out of service if you notice any of the following:

- Ten randomly distributed broken wires in one rope lay, or five broken wires in one strand of one rope lay.
- Wear or scraping of  $\frac{1}{3}$  of the original diameter of outside individual wires.
- Evidence of kinking, crushing, bird caging, or any other damage that results in distortion of the wire rope structure.
- Evidence of heat damage.
- Cracked, deformed or corroded wire rope end attachments.
- Missing identification tag.
- If in doubt, take it out!



### **SLING PRE-USE INSPECTIONS (Synthetic Slings)**

- Synthetic slings are weakened by prolonged exposure to sunlight, arc welding, high heat temperatures and ultraviolet light.
- Take slings out of service if you notice any of the following:
  - Worn or distorted end fittings.
  - Any cuts, punctures, snags or tears.
  - Frayed material.
  - Broken or worn stitches.
  - Evidence of melting or charring of any part of the sling surface.
  - Evidence of acid or caustic burns.
  - The warning thread (usually red) becomes visible.
  - Missing identification tag.
- If in doubt, take it out!

### **SLING STORAGE**

Do not store slings on the deck or ground. Slings should be stored in a well-ventilated area and maintained to minimize damage.

### **CHAIN**

- Only alloy grade 80 is allowed.
- Visual check each chain for distortion of the links, wear between chain links or heat damage.
- Chain not meeting inspection must be removed from service.
- Never weld or expose chain to temperature in excess of 600°F.
- Chains must not be used for lifting.

## SHACKLES

- Shackles should be suitable to the load being lifted allowing for any increased loading due to sling angles.
- Never allow a shackle to be pulled at an angle because the capacity will be tremendously reduced.
- Use only safety pin shackles (allows pins to be secured to prevent inadvertent loosening or “backing off”). Secure shackle pins to prevent them from being unscrewed while under a load.
- Ensure the correct pin for the shackle. Never replace the shackle pin with a bolt, as it will not be as strong as the proper pin that is manufactured from a high-grade material. Only the proper fitted pin shall be used.
- Never use a shackle when the rated load is not stamped on it.
- Check alignment of pins holes and ensure the pin fits correctly.
- Is the WLL adequate for the load? (Never exceed the manufacturer’s WLL)
- Shackles are sized by the diameter of the steel in the bow section rather than the pin size.
- All pins must be straight and all screw pins must be completely seated.
- Only shackles made to United States federal specs are allowed. Foreign made shackles are not made from high quality material and must be removed from service.
- Before making a lift, visually inspect shackles used in lifting. Take shackles out of service if you notice any of the following:
  - The shackle eyes are sprung open.
  - The pin is not straight.
  - The shackle is not American made.

**Title: 5.11 Rigging Profile**

- The shackle is worn in the crown or the pin by more than 10% of the original diameter.
  - The shackle does not have a safety pin.
  - Evidence of wear, deformation or cracking on pin threads.
  - The rated load is not stamped on the shackle.
  - The body of the shackle has deformation and cracking or wears in the crown and pin holes.
- If in doubt, take it out!

**LIFTING HOOKS**

- Visually inspect hooks for cracks, corrosion, bending, twisting, wear, general damage, and missing or corroded pins and bolts. Do not use hooks with these findings.
- Lifting hooks must have approved functional retaining latches.
- Hooks sprung open more than 15% and bent more than 10° from an unbent plane are not to be used.
- Rated capacity must be stamped on the hook.
- Inspect hooks on regular intervals.

**LIFTING CLAMPS**

Prior to the selection, operation, and/or maintenance of lifting clamps, the employee shall read and understand the information provided in the manufacturer's operations manual. A copy of the operator's manual covering application, operation, and maintenance is shipped with each clamp. All lifting clamps shall be used in accordance with manufacturer's requirements.



A clamp shall not be used to lift material greater than the rated load capacity or rated jaw range for that clamp. The model designation, capacity and plate thickness is stenciled on each clamp.

- Never overload a clamp.
- Do not use a clamp it is not properly labeled or if the stenciling is illegible.
- Do not alter, grind, modify, or weld a clamp.
- A visual inspection of each clamp shall be done before each use.
- Use the appropriate number of clamps to balance a load.
- Never lift a load over personnel using lifting clamps.
- Clamps shall not be used to pull plate or lift plate from the bottom of plate stacks.
- Never side-load a lifting clamp. Always use the proper alignment required for their use.
- No more than one plate shall be lifted at a time when lifting with a vertical clamp.
- Never attach a crane hook directly to the clamp; always use a sling between the crane hook and clamp.
- Horizontal clamps shall not be used to lift material vertically.
- Horizontal lifting clamps are to be used in pairs, sets of pairs, or in a tripod arrangement for transporting steel plate horizontally.
- Never use horizontal lifting clamps on plates, as bundles of plate are not able to support them without sagging.
- Under no rigging arrangement shall the load exceed over half the rated capacity of the rigging arrangement when using horizontal lifting clamps.
- Lifting clamps shall be removed only after the load is fully supported and at rest in a stable position.

## **PAD EYES**

**Title: 5.11 Rigging Profile**

- Visually inspect pad eyes before making a lift by checking them for evidence of bending, crushing, bulges, burrs, or other deformities. They should also be checked for cracks, excessive rust, wrinkled paint, and indications that the pad eye has been modified.
- Flame-cut pad eyes are prohibited.
- Make sure all pad eyeholes are cleanly cut and do not have torn or ragged edges.

**CARGO BASKETS / BINS / CONTAINERS**

- Check that the inspection / test plate is up to date and there is ample certification remaining to allow a round trip.
- Ensure the overall structure is sound and there are no signs of mechanical damage. Any signs of damage must be reported immediately.
- Check the function of the door locking mechanism and ensure the doors close and lock without having to apply undue force (containers).
- Check that the lifting set is of the correct length for the size of the container.
- Ensure the slings are correct (no twist in the legs) and are of adequate WLL.
- Loose items should be placed in cargo baskets to make loading and offloading more safe and efficient.
- NEVER climb into a cargo basket.
- Cargo baskets and/or any piece of equipment shall be disconnected from the crane prior to any rigger placing his/her hand on it.

**REMEMBER: No working load limit or identification number, DO NOT USE!**

**COMMUNICATIONS**

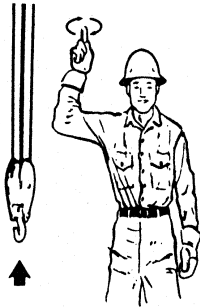
Communications is about letting everyone know in advance, what is happening with regards to cargo movements, to allow them to make any special arrangements. It is also about issuing specific instructions where required, to ensure the cargo is handled in the safest possible manner.

Under normal circumstances, there will be only one person nominated to give signals to the crane operator. He must be in full view of (or in radio communication with) the crane operator at all times. There may be instances with certain types of lifts where two signalers are required. One should be appointed as senior signaler and remain in sight of the crane operator at all times (radio communication is recommended). Each time the signaler moves, he should re-establish communications. The signaler, the vessel and the crane operator should establish a working radio channel.

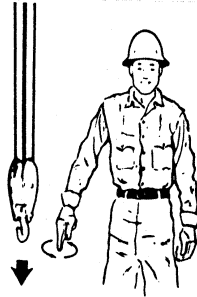
Should a third party or a breakdown altogether interrupt communications, all operations must cease immediately and shall not resume until communications have been re-established.

Radio communication must be established between the crane operator, the vessel, and the signaler prior to lifting.

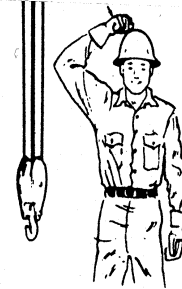
**Any person observing a hazardous situation developing during a lifting operation can give the EMERGENCY STOP signal.**



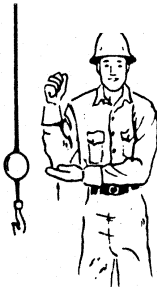
**HOIST.** With forearm vertical, forefinger pointing up, move hand in small horizontal circle.



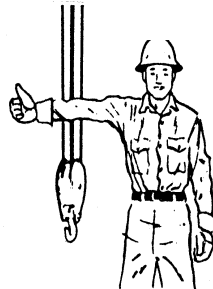
**LOWER.** With arm extended downward, forefinger pointing down, move hand in small horizontal circles.



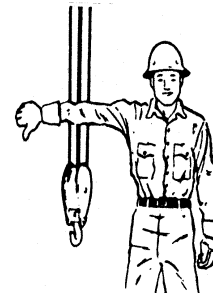
**USE MAIN HOIST.** Tap fist on head; then use regular signals.



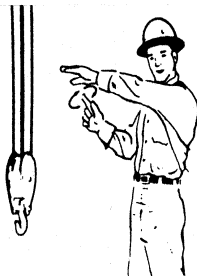
**USE WHIP LINE. (Auxiliary Hoist)** Tap elbow with one hand; then use regular signals.



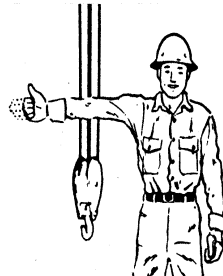
**RAISE BOOM.** Arm extended, fingers closed, thumb pointing upward.



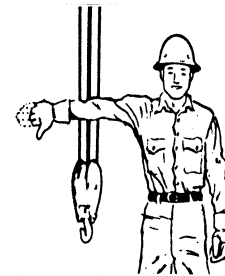
**LOWER BOOM.** Arm extended, fingers closed, thumb pointing downward.



**MOVE SLOWLY.** Use one hand to give any motion signal and place other hand motionless in front of hand giving the motion signal. (Hoist slowly, shown as example.)

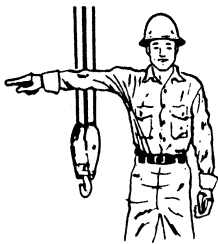


**RAISE THE BOOM AND LOWER THE LOAD.** With arm extended, thumb pointing up, flex fingers in and out as long as load movement is desired.

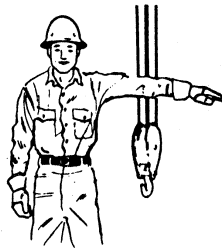


**LOWER THE BOOM AND RAISE THE LOAD.** With arm extended, thumb pointing down, flex fingers in and out as long as load movement is desired.

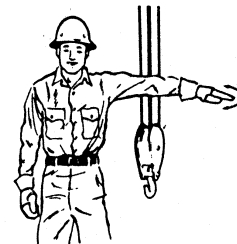
**CRANE OPERATIONS HAND SIGNALS CHART (CONT'D)**



**SWING.** Arm extended, point with finger in direction of swing of boom.



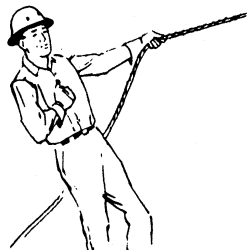
**STOP.** Arm extended, palm down, hold position rigidly.



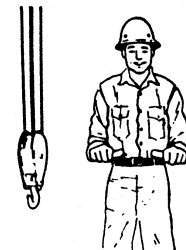
**EMERGENCY STOP.** Arm extended, palm down, move hand rapidly right and left.



**EXTEND BOOM.** (Telescoping Booms) Both fists in front of body with thumbs pointing outward.



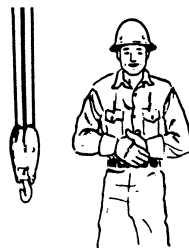
**EXTEND BOOM.** (Telescoping Boom) One Hand Signal. One fist in front of chest with thumb tapping chest.



**RETRACT BOOM.** (Telescoping Boom) Both fists in front of body with thumbs pointing toward each other.



**RETRACT BOOM.** (Telescoping Boom) One Hand Signal. One fist in front of chest, thumb pointing outward and heel of fist tapping chest.



**DOG EVERYTHING.** Clasp hands in front of body.

## CARGO HANDLING

Prior to carrying out any lifting operation, certain precautions shall be taken:

- Examine cargo and refuse to attach or lift any load judged to be unsafe.
- Prior to a load being lifted, all slings and associated equipment should be checked for security and balance.
- Do not stand below loads. All employees shall be kept clear of loads about to be lifted and of suspended loads. Employees shall give themselves approximately 15 to 20 feet of clearance from the load until the load is waist height. Ensure that the load does not pass over personnel.
- Keep clear of rigging as slack is taken up. Hands or fingers shall not be placed between the sling and its load while the sling is being tightened around the load. **BEWARE** of pinch points!
- Ensure a clear & effective communication system is employed & understood by all personnel involved with the lifting operation.
- Ensure the lifting equipment is certified for current use.
- Never place slings under a pallet to use as a lifting device. Pallets are not weight rated nor certified to be used for lifting. In cases where items are too heavy to be placed into cargo baskets or where other injuries can occur due to moving equipment or supplies, certified pallet forks must be used.
- Ensure the appropriate rigging for the lift is correctly installed and shackle bolts are tight & adequately secured.
- Do not climb on containers or stacked materials. Riggers should be able to hook/unhook cargo while standing on the ground unless other approved means have been agreed upon.
- Never stand between loads and walls.

- ALWAYS have an escape route. Never trap yourself. Never take your eyes off the lift, until it has cleared the deck and no longer poses a danger to you.
- Ensure taglines are used appropriately.
- Should any doubt exist concerning the stability or security of any load, use SWA.

When handling cargo, employees should never attempt to place their hands on the cargo or attempt to remove any slings until the load has completely rested on the deck. An unstable working surface, due to weather conditions can cause equipment to shift and body parts to be smashed.

#### CONNECTIONS

- Always position the hook directly over the center of gravity.
- Each leg must support the weight of the entire load.
- The weight of the load must be verified before the load is lifted.
- Lower the load and reconnect if the load tilts more than 5° off level.
- Always clear personnel from the area and retreat to a safe area after the load has been lifted.
- If the load is a substantial height, ladders may be required to allow the deck crew access to hook up the rigging when offloading.
- When placing two sling legs in a hook, make sure the angle between the two sling legs does not exceed 90 degrees.
- No more than two sling eyes shall be attached directly on any one hook. A shackle must be used when attaching more than two slings to a hook.
- Use a multi-leg sling if possible, rather than a combination of single slings.
- Do not lift loads with one leg of a multi-leg sling until the unused legs are secured.
- Before making a lift, check to see that the slings are properly attached to the load and not twisted or knotted. Faulty hook-ups, tip-loading of hooks, slipping or

**Title: 5.11 Rigging Profile**

unbalanced loads and/or lifting with twisted or knotted slings can impose loads in excess of the rated capacity of the slings.

- Cargo baskets and/or any piece of equipment shall be disconnected from the crane prior to any rigger placing his/her hand on it.
- **Always imagine that rigging or slings can fail, visualize where the load will end up and make sure neither you nor anyone else is in the way!**

**SLING ANGLES**

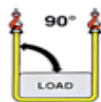
- When using slings in pairs, you must always be aware of the increased loadings in the slings when lifting at an angle.
- When lifting with multi-leg slings, they are rated at a certain WLL from 0 to 90 degrees and the WLL must NOT be exceeded.
- Never use less than a 45-degree sling angle.



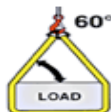
**Vertical** - When a sling is used in a vertical hitch, the full lifting capacity of the sling material can be utilized.



**Choker** - Due to the stress created at the choke point, slings rigged with this hitch achieve only about 75% of their potential capacity. Always pull a choker hitch tight *before* a lift is made - *never* during the lift.



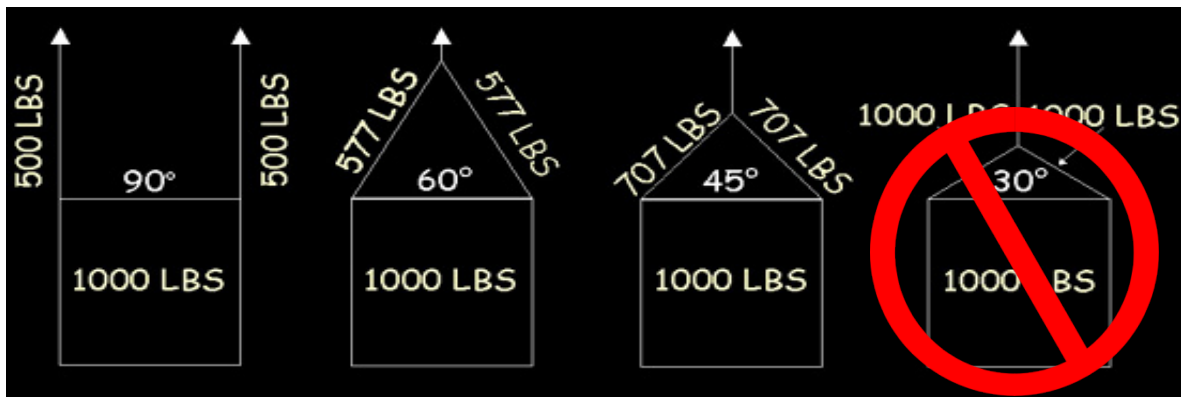
**Basket Hitch (90°)** - The cradle configuration of this hitch allows the two extending ends (legs) of the sling to function as if they were two separate slings. The capacity of the sling in this hitch is twice that of the same sling in a vertical hitch, but only if the sling angle of each leg is 90-degrees.



**Basket Hitch (less than 90°)** - When slings or sling legs are used at an angle during a lift, the sling capacity is reduced. How much it is reduced



depends on the sling angle. Note that the stress on the slings of a 45-degree is more than that of a 90-degree basket. Sling angles below 45 degrees are not allowed. A sling angle of 60-degrees or more is preferred.



## TAG LINES

Keep hands off of suspended loads. Tag lines are commonly used in the offshore industry, but can present serious hazards (i.e. becoming entangled in the tagline and being lifting off the deck). Tag lines should be used on all offboard lifts to assist in controlling the load when landing. The below list shall be used as guidance:

- Taglines must be of such length that allows the rigger to work in a safe position well clear of the immediate vicinity of the load. (Best practices should include rope ¼ inch, extending 15 to 20 feet from the load)
- Taglines should always be connected to the load, not the rigging.
- Apart from the knot attaching the line to the cargo, there must be no other joints or knots in the line.
- Riggers must be aware of their surroundings and tagline location at all times to prevent entanglement.

**Title: 5.11 Rigging Profile**

- All sections of the line, including slack, must be kept in front of the body, between the handler and the load.
- Taglines can get snagged on handrails or wrapped around body parts as the crane is hoisting. Keep a firm grip on the tagline, but NEVER wrap it around any body part!
- Taglines must be held in such a manner that they can be quickly and totally released.
- Taglines should be attached before the load is lifted.
- The person holding the tagline must never be positioned between a suspended load and a stationary object.
- Use two taglines on large loads by placing one line at each end of the load.
- Where two or more persons are handling the same line, ALL must work on the same side of the line. Any slack must be kept in front of the group.
- Taglines must not be secured or attached in any manner to adjacent structures or equipment.
- Once the lift is secured for lifting, back away from the load to a distance greater than the length of the tagline.

**LOAD BINDERS**

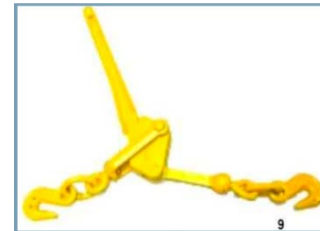
- Only safety binders or ratchet type binders are allowed. Full swing binders are prohibited.
- Always consider the safety of nearby workers, as well as yourself, when using a load binder.
- Always maintain a good grip.
- Always conduct a thorough risk assessment before the job task.

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- Always inspect the binder before use and remove any worn, cracked, or defective equipment from service. Defective equipment must be taken out of service and replaced.
- Always be aware of cargo movement while binding or unbinding equipment; loads can shift while attempting to bind equipment and cause serious injury.
- Never operate a binder while standing on a load or unsteady surface.

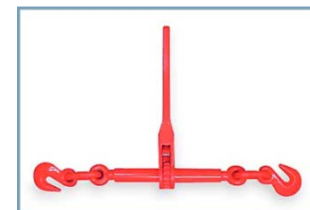
**LEVER-TYPE SAFETY BINDERS**

- Ensure footing is appropriate and be cautious around slippery surfaces.
- Always keep yourself out of the path of the moving handle and/or binder bar. Stored energy inside the binder can cause serious injury if it whips back.
- Never use cheater pipes. Only approved binder bars are accepted when binding down a lever-type chain binder.
- While under tension, the chain binder must not bear against an object, as this will cause a side load.
- Always check handle position and ensure it is secured to prevent accidental release (i.e., wrap with chain or tie handle down with soft wire).



**RATCHET BINDERS**

- Never use a binder bar on a ratchet binder. Ratchet binders have a 50:1 mechanical advantage vs. a 25:1 mechanical advantage of the lever-type binders and are designed to be tightened by hand only.



**Title: 5.11 Rigging Profile**

- Ensure proper maintenance of the ratchet binders. Failure to properly lubricate the binders will result in difficulty operating the equipment.

**UNBINDING CARGO**

- Always stay clear of the handle when releasing a binder. Use a rope if available.
- Never use a binder bar over the handle to release a binder.
- Be cautious when unbinding equipment that has the potential to roll.
- Always be cautious when near unsecured cargo.

**INCIDENTS / PROBLEMS ENCOUNTERED**

All incidents, near misses, safety concerns, problems encountered, no matter how small, must be reported to the supervisor immediately and the job stopped. The job may not be resumed until the problem/incident has been assessed and corrective actions have been put in place.

## **Excavation and Trenching**

### **Purpose**

This section describes the requirements for excavation and trenching.

### **Scope**

All PIONEER PRODUCTION SERVICE personnel.

### **General Requirements**

All excavations shall be made in accordance with the rules, regulations, requirements, and guidelines set forth in 29 CFR 1926.650, .651, and .652; the Occupational Safety and Health Administration's standard on Excavations, except where otherwise noted below.

### **Procedures**

A [competent person](#) shall be placed in charge of all excavations.

Underground utilities must be located and marked before excavation begins. Utilize any drawings and/or maps of buried conduits, cables and piping is available prior to beginning the excavation. Employees are not allowed in the excavation while heavy equipment is digging.

### **Inspections**

The [competent person](#) shall conduct inspections:

- Daily and before the start of each shift.
- As dictated by the work being done in the trench.
- After every rain storm.
- After other events that could increase hazards, such as snowstorm, windstorm, thaw, earthquake, dramatic change in weather, etc.

**Title: 5.12 Excavation and Trenching Program**

- When fissures, tension cracks, sloughing, undercutting, water seepage, bulging at the bottom, or other similar conditions occur.
- When there is a change in the size, location, or placement of the spoil pile.
- When there is any indication of change or movement in adjacent structures.

(For excavations 4 feet or greater in depth, a [trench inspection form](#) shall be filled out for each inspection.)

### Soil Types

**Type A** - Most stable: clay, silty clay, and hardpan (resists penetration). No soil is Type A if it is fissured, is subject to vibration of any type, has previously been disturbed, or has seeping water.

**Type B** - Medium stability: silt, sandy loam, medium clay and unstable dry rock; previously disturbed soils unless otherwise classified as Type C; soils that meet the requirements of Type A soil but are fissured or subject to vibration.

**Type C** - Least stable: gravel, loamy sand, soft clay, submerged soil or dense, heavy unstable rock, and soil from which water is freely seeping.

**Layered geological strata** (where soils are configured in layers) - The soil must be classified on the basis of the soil classification of the weakest soil layer. Each layer may be classified individually if a more stable layer lies below a less stable layer, i.e. where a Type C soil rests on top of stable rock.

Because most excavations on BCI/Client property will be conducted in order to repair / replace existing pipelines or equipment (i.e. the soil has been previously disturbed), **excavations shall be made to meet the requirements for Type B or Type C soils only**, as appropriate.

### Testing Methods

The [competent person](#) in charge of the excavation shall be responsible for determining whether the soil is Type B or C. If the competent person wants to classify the soil as Type C, they do not need to do any tests. Tests must be conducted to determine if the soil can be classified as Type B. To do this, the competent person shall use a visual test coupled with one or more manual tests.

### **Visual Test**

In addition to checking the items on the trench inspection form, the [competent person](#) should perform a **visual test** to evaluate the conditions around the site. In a visual test, the entire excavation site is observed, including the soil adjacent to the site and the soil being excavated. The competent person also checks for any signs of vibration.

During the visual test, the competent person should check for crack-line openings along the failure zone that would indicate tension cracks, look for existing utilities that indicate that the soil has been previously disturbed, and, if so, what sort of backfill was used, and observe the open side of the excavation for indications of layered geologic structuring.

This person should also look for signs of bulging, boiling, or sloughing, as well as for signs of surface water seeping from the sides of the excavation or from the water table.

In addition, the area adjacent to the excavation should be checked for signs of foundations or other intrusions into the failure zone, and the evaluator should check for surcharging and the spoil distance from the edge of the excavation.

### **Manual tests**

#### **Thumb penetration test**

Attempt to press the thumb firmly into the soil in question. If the thumb penetrates no further than the length of the nail, it is probably Type B soil. If the thumb penetrates the full length of

the thumb, it is Type C. It should be noted that the thumb penetration test is the least accurate testing method.

### **Dry strength test**

Take a sample of dry soil. If it crumbles freely or with moderate pressure into individual grains it is considered granular (Type C). Dry soil that falls into clumps that subsequently break into smaller clumps (and the smaller clumps can only be broken with difficulty) it is probably clay in combination with gravel, sand, or silt (Type B).

### **Plasticity or Wet Thread Test**

Take a moist sample of the soil. Mold it into a ball and then attempt to roll it into a thin thread approximately 1/8 inch in diameter by two inches in length. If the soil sample does not break when held by one end, it may be considered Type B.

A pocket penetrometer, shearvane, or torvane may also be used to determine the unconfined compression strength of soils.

### **Spoil**

**Temporary spoil** shall be placed no closer than 2 feet from the surface edge of the excavation, measured from the nearest base of the spoil to the cut. This distance should not be measured from the crown of the spoil deposit. This distance requirement ensures that loose rock or soil from the temporary spoil will not fall on employees in the trench.

Spoil should be placed so that it channels rainwater and other run-off water away from the excavation. Spoil should be placed so that it cannot accidentally run, slide, or fall back into the excavation.

**Permanent spoil** should be placed some distance from the excavation.



### **Surface Crossing of Trenches**

Surface crossing of trenches should not be made unless absolutely necessary. However, if necessary, they are only permitted under the following conditions:

- **Vehicle crossings** must be designed by and installed under the supervision of a registered professional engineer.
- **Walkways or bridges** must:
  - have a minimum clear width of 20 inches,
  - be fitted with standard rails, and
  - extend a minimum of 24 inches past the surface edge of the trench.

### **Ingress and Egress**

- Trenches 4 feet or more in depth shall be provided with a fixed means of egress.
- Spacing between ladders or other means of egress must be such that a worker will not have to travel more than 25 feet laterally to the nearest means of egress.
- Ladders must be secured and extend a minimum of 36 inches above the landing.
- Metal ladders should not be used when electric utilities are present.

### **Exposure to Vehicles**

Employees exposed to vehicular traffic shall be provided with and required to wear reflective vests or other suitable garments marked with or made of reflectorized or high-visibility materials. Trained flag persons, signs, signals, and barricades shall be used when necessary.

### **Exposure to Falling Loads**

- All employees on an excavation site must wear hard hats.
- Employees are not allowed to work under raised loads.

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- Employees are not allowed to work under loads being lifted or moved by heavy equipment used for digging or lifting.
- Employees are required to stand away from equipment that is being loaded or unloaded to avoid being struck by falling materials or spillage.
- Equipment operators or truck drivers may remain in their equipment during loading and unloading if the equipment is properly equipped with a cab shield or adequate canopy.

**Warning Systems for Mobile Equipment**

The following steps should be taken to prevent vehicles from accidentally falling into the trench:

- Barricades must be installed where necessary,
- Hand or mechanical signals must be used as required,
- Trenches left open overnight shall be fenced and barricaded.

**Testing for Atmospheric Contaminants**

If there is any possibility that the trench or excavation could contain a hazardous atmosphere, atmospheric testing must be conducted prior to entry. Conditions that might warrant atmospheric testing would be if the excavation was made in a landfill area or if the excavation was crossed by, was adjacent to, or contained pipelines containing a hazardous material (for example, natural gas lines).

Testing should be conducted before employees enter the trench and should be done regularly to ensure that the trench remains safe. The frequency of testing should be increased if equipment is operating in the trench.

Testing frequency should also be increased if welding, cutting, or burning is done in the trench.

Employees required to wear respiratory protection must be trained, fit-tested, and enrolled in a respiratory protection program.

Some trenches qualify as confined spaces. When this occurs, compliance with BCI's Confined Space Program is also required.

### **Standing Water and Water Accumulation**

Methods for controlling standing water and water accumulation must be provided and should consist of the following if employees must work in the excavation:

- Use of special support or shield systems approved by a registered professional engineer.
- Water removal equipment, such as pumps, used and monitored by a competent person.
- Employees removed from the trench during rainstorms
- Trenches carefully inspected by a competent person after each rain and before employees are permitted to re-enter the trench.

### **Benching, Sloping, Shoring, and Shielding Requirements**

**All excavations or trenches 4 feet or greater in depth shall be appropriately benched, shored, or sloped according to the procedures and requirements set forth in OSHA's Excavation standard, 29 CFR 1926.650, .651, and .652.**

**Excavations or trenches 20 feet deep or greater must have a protective system designed by a registered professional engineer.**

Excavations under the base of footing of a foundation or wall require a support system designed by a registered professional engineer.

Sidewalks and pavement shall not be undermined unless a support system or another method of protection is provided to protect employees from their possible collapse.

### **Benching**

There are two basic types of benching, [single and multiple](#), which can be used in conjunction with sloping.

In [Type B](#) soil, the vertical height of the benches must not exceed 4 feet. Benches must be below the maximum allowable slope for that soil type. In other words, a 10-foot deep trench in Type B soil must be benched back 10 feet in each direction, with the maximum of a 45-degree angle.

*Benching is not allowed in Type C soil.*

**Sloping**

Maximum allowable slopes for excavations less than 20' based on soil type and angle to the horizontal are as follows:

<a href="#">Soil Type</a>	Height/depth ratio	Slope angle
Type B	1:1	45 degrees
Type C	1 1/2:1	34 degrees

A 10-foot-deep trench in Type B soil would have to be sloped to a 45-degree angle, or sloped 10 feet back in both directions. Total distance across a 10-foot-deep trench would be 20 feet, plus the width of the bottom of the trench itself. In Type C soil, the trench would be sloped at a 34-degree angle, or 15 feet back in both directions for at least 30 feet across, plus the width of the bottom of the trench itself. [Illustration of simple slope trenching in B and C type soils.](#)

**Shoring**

Shoring or shielding is used when the location or depth of the cut makes sloping back to the maximum allowable slope impractical. There are two basic types of shoring, timber and [aluminum hydraulic](#).

Because the Physical Plant has aluminum hydraulic shores, they will be the focus of this section. Hydraulic shoring provides a critical safety advantage over timber shoring because workers do not have to enter the trench to install them. They are also light enough to be installed by one worker; they are gauge-regulated to ensure even distribution of pressure along the trench line; and they can be adapted easily to various trench depths and widths. However, if timber shoring is used, it must meet the requirements of [29 CFR 1926.650](#), [.651](#), and [.652](#).

All shoring shall be installed from the top down and removed from the bottom up. Hydraulic shoring shall be checked at least once per shift for leaking hoses and/or cylinders, broken connections, cracked nipples, bent bases, and any other damaged or defective parts.

The top cylinder of hydraulic shoring shall be no more than 18 inches below the top of the excavation.

The bottom of the cylinder shall be no higher than four feet from the bottom of the excavation. (Two feet of trench wall may be exposed beneath the bottom of the rail or plywood sheeting, if used.)

Three vertical shores, evenly spaced, must be used to form a system.

Wales are installed no more than two feet from the top, no more than four feet from the bottom, and no more than four feet apart, vertically.

Hydraulic shores must be installed in accordance with [Table D - 1.2](#) and [Table D - 1.3](#) in soil Type B.

Hydraulic shores must be installed with sheeting in accordance with [Table D - 1.4](#) in soil Type C.

Here are some typical installations of aluminum hydraulic shoring:

- [Vertical aluminum hydraulic shoring \(spot bracing\)](#)
- [Vertical aluminum hydraulic shoring \(with plywood\)](#)
- [Vertical aluminum hydraulic shoring \(stacked\)](#)
- [Aluminum hydraulic shoring wailer system \(typical\)](#)

### **Shielding**

Trench boxes are different from shoring because, instead of shoring up or otherwise supporting the trench face, they are intended primarily to protect workers from cave-ins and similar incidents.

The excavated area between the outside of the trench box and the face of the trench should be as small as possible. The space between the trench box and the excavation side must be backfilled to prevent lateral movement of the box. Shields may not be subjected to loads exceeding those which the system was designed to withstand.

Trench boxes are generally used in open areas, but they also may be used in combination with sloping and benching.

The box must extend at least 18 inches above the surrounding area if there is sloping toward the excavation. This can be accomplished by providing a benched area adjacent to the box.

Any modifications to the shields must be approved by the manufacturer.



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Shields may ride two feet above the bottom of an excavation, provided they are calculated to support the full depth of the excavation and there is no caving under or behind the shield.

Workers must enter and leave the shield in a protected manner, such as by a ladder or ramp.

Workers may not remain in the shield while it is being moved.

**Pioneer Production Services, INC**

**Safety and Environmental Management  
System Manual**

**Section 6**



**Safe Work Practices**



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## **Purpose**

Define the PIONEER PRODUCTION SERVICES, INC policy and procedures for a Behavior Based Safety Program. The emphasis of the BBSP shall be on identifying unsafe behaviors, and more importantly, the causes associated with the unsafe behaviors. A formal safety observation program shall be implemented to measure the frequency of safe behavior.

## **Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

## **Expectations**

Below is a list describing the basic components of the PIONEER PRODUCTION SERVICES, INC BBSP and the elements of each component:

## **Data Sheet with Critical Behaviors**

Critical behaviors listed on a data sheet (observation card) are pulled from historical incident data listing behaviors that led to those incidents.

- The Data Sheet (observation card) should track:
  - Observations of person(s) and their behavior(s)
  - The person being observed should be anonymous
  - Who is doing the observing
  - What is the work being done
  - Where is the work being done
  - When is the work being done
  - Description of unsafe/safe behaviors observed
  - Feedback from employee explaining unsafe behavior
  - Recommendation for action from observer as needed
- Observation data will be archived for a minimum of one year

**Title: 6.1 Behavior Based Safety Program**

- The data sheets are sized to fit into a tally book.
- The following categories are included on the data sheet: Personal Protective Equipment, Body Positioning, Tools and Equipment, Working Environment, Environmental, Procedures, Body Use/Ergonomics, Driving Safety, and Others as applicable.

**Training on Observation Process**

All personnel will be trained on the Observation Process.

- Types of training shall include:
  - Management training will be conducted annually at the annual supervisor safety training.
  - New employee's will receive general awareness training
  - Refresher training will be conducted periodically.
- This training will include:
  - Program objectives and incident metrics reviewed
  - Define the need for process – describe the Heinrich (Safety) Pyramid
  - How to conduct the observation
  - How to complete the observation form
  - What do the behaviors mean
  - Feedback training and role playing (mentoring and coaching)
  - Employees should be aware they may be observed at any time

**Feedback after Observation**

Upon completion of an observation, the observer is expected to have a discussion with the observed to get feedback. The observer will:

- Review the observation with observed employee
- Start with positive comments – reinforce safe behaviors observed first
- Describe and discuss what was unsafe

**Title: 6.1 Behavior Based Safety Program**

- Solicit from observed employee explanation of his/her unsafe behavior with open-ended questions
- Re-emphasize no consequence to observed employee

**Collect Data and Perform Trend Analysis**

The PIONEER PRODUCTION SERVICES, INC Safety Dept. will collect the data from each observation and perform trend analysis on that data collected. This process shall include:

- Input safe and unsafe behaviors from cards into a database
- Categorize behaviors within the database for easier trending
- Define how to input data – who has responsibility, etc.
- Complete a trend analysis periodically, as appropriate, but at a minimum, every six months
- Define steps for communicating trend analysis to employees and management

**Action Planning**

Once trend analysis is complete, the PIONEER PRODUCTION SERVICES, INC Safety Dept. and/or Safety Committee shall create appropriate action plans to address unsafe behaviors.

Action planning will include:

- Evaluate unsafe behaviors from trend analysis and prioritize
- Develop action plan for unsafe behaviors based on comments and feedback from data sheets
- Designate responsible parties and timeframes within the action plan
- Define who is responsible for action planning
- Ensure management support
- Note - Action planning can occur at all levels from management to the field level
- One or two action plans can be open at a time
- Archived action plans should be reviewed for ideas for new action plans

**Follow-Up on Action Plan**



**Title: 6.1 Behavior Based Safety Program**

Action Plans are carried out over the course of a set time period. Follow-up is necessary to ensure the closure of all actions listed with the Action Plan. The follow-up process will include:

- Action plans will be reviewed periodically, as appropriate, but at a minimum, every six months.
- Accountability for closeout of action plans will be assigned within the company.
- Archive action plans for a minimum of one year
- The observation program and action plans will be included in internal audits
- Archived action plans will be reviewed for lessons learned periodically.



**Title: 6.2 Short Service Employee (SSE)**

**Purpose**

Define the PIONEER PRODUCTION SERVICES, INC policy and procedures for Short Service Employee Program.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**Expectations**

In recognizing that employees who are new to the Company may potentially be at higher risk than those who are familiar with our policies and procedures, a Short Service Employee (SSE) program has been implemented as means of identifying those individuals and providing them with the tools to become safe and productive employees.

- Personnel with less than six months experience in a like job with the Company will be considered to be a Short Service Employee. Before being assigned to a work location the PIONEER PRODUCTION SERVICES, INC Personnel Manager will notify the Supervisor that a SSE is being assigned. The client representative will also be notified as required.
- The Company will provide all SSE personnel with a Hi-viz Orange hard-hat to designate them as a new employee to the Company that has not completed SSE status.
- Prior to beginning work on any work location, SSE personnel will be assigned a mentor to assist during the SSE period.
- The mentor will provide close supervision and will ensure that the SSE is not assigned to perform any task for which they have not been properly trained. Training and supervision shall include all hazards associated with the various elements of the job and a review of all protective equipment and procedures applicable to the task.

**Title: 6.2 Short Service Employee (SSE)**

- To be removed from SSE status the employee should have completed the SSE period and be able to demonstrate:
  - a working knowledge of Company safety policies and procedures
  - a safe work behavior in the conduct of duties during the period
- Upon satisfactory completion of the SSE period the supervisor will submit the *SSE Status Change Card* to the Personnel Manager documenting the date of change. The employee will then be removed from SSE status and issued a white hard-hat.
- Employees who do not qualify for removal from SSE status at the end of the program period will receive a formal performance review to determine if further training is required.



**Title: 6.3 Personal Protective Equipment and Clothing**

**Purpose**

This selection describes the requirements for personal protective equipment.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**General**

The company has established the following guidelines for the proper utilization of Personal Protective Equipment (PPE). It is the responsibility of each employee to adhere to these set guidelines. The guidelines are based on OSHA and ANSI standards and are subject to inspection by governmental regulatory agencies.

The responsibility for compliance with these guidelines lies with the individual employee. However, the responsibility for compliance checks, to ensure proper utilization, lies with the individual's supervisor. Therefore, each supervisor is required to train employees and ensure the proper required use of PPE for the specific job, and inspect (as needed) their employees' PPE. The supervisor shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). The supervisor shall verify that the workplace hazard assessment has been performed by completing the hazard assessment section of the Job Safety and Environmental Analysis (JSEA). After completing the assessment, the supervisor certifying that the evaluation has been performed should sign and date the JSEA, which identifies the document as a certification of hazard assessment.

It is the intention of management to enforce PPE usage for the particular job task being performed. Management does not intend to burden employees with unnecessary utilization of PPE other than the minimum required basics and what is specifically required in addition to the minimum required basics.

**Title: 6.3 Personal Protective Equipment and Clothing**

Training will be provided to the employee initially and when there is reason to believe that an employee who has already been trained does not have the understanding and skill required, each such employee shall be retrained. Circumstances where retraining is required include, but are not limited to, situations where:

- Changes in the workplace render previous training obsolete; or
- Changes in the types of PPE to be used render previous training obsolete; or
- Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.
- The initial training is covered in Safe Gulf, at the time of hire; further training is completed in hose and documented.

The minimum required basic PPE are ANSI approved head protection (hard hats), ANSI approved protective eye-wear, and ANSI approved foot protection (steel toe shoes or boots), long pants, and short sleeve shirts.

All proper PPE will be documented in the JSA all employees will acknowledge that they will be in compliance by reading and singeing the JSA.

All PPE must be properly maintained. No damaged, non-functional, or excessively torn PPE will be allowed. Therefore, it is the responsibility of each employee to inspect their PPE on a daily basis to ensure proper compliance.

PIONEER PRODUCTION SERVICES, INC is responsible for identifying all hazards and that the proper PPE will be provided and worn by the affected employee.

Any equipment that no longer provides adequate protection should be repaired or replaced immediately. Unusable equipment should be destroyed.



PPE must be fitted properly to each affected employee.

Job specific PPE such as protective gloves, chemical aprons, full-face shields, chemical goggles, hearing and fall protection, etc. are Company supplied at the time of the job and **MUST** be utilized.

Additional PPE such as steel toe shoes/boots, raingear, prescriptive safety eyewear, etc. are not Company supplied. The employee is required to purchase his/her own steel toe shoes/boots. The employee may purchase other additional PPE if he/she chooses.

It is the responsibility of PIONEER PRODUCTION SERVICES, INC to assure that it is up to proper standards.

Personal protective equipment is vital to safety in the work location. The equipment should be properly cleaned, inspected after use, and stored in clearly marked and properly designated areas.

Personal protective equipment is not required in designated safe areas.

### **Hand and Arm Protection**

Wearing gloves prevents many minor injuries resulting from rough materials or irritating substances. Wear gloves whenever possible. Leather or leather-palm gloves should be worn when wire rope is being handled. Cloth gloves afford adequate protection when pipe is handled. Appropriate gloves **MUST** be worn when acids, caustic soda and soda ash are handled.

- Appropriate gloves are also necessary in certain situations that involve electrical work.
- Insulated or heat-resistant gloves **MUST** be worn when regular work gloves cannot adequately protect against burns.
- Standard welding gloves are to be worn while performing all types of hot work.

**Title: 6.3 Personal Protective Equipment and Clothing**

- Approved protective gloves are to be worn by galley personnel anytime he/she uses a knife for food preparation.

**Foot Protection**

- All employees are required to wear ANSI Z41 protective steel-toe footwear when on the work location.
- Exposed steel caps on safety-toe footwear must be kept insulated. An exposed steel cap is a good conductor of electricity if it comes in contact with un-insulated live wire.

**Head Protection**

ANSI Z89.1 safety hats **MUST** be worn by employees and visitors in the work area where head injury hazards exist. Safety hats are selected for their protective qualities and no others may be worn on the job. Safety hats **MUST** fit properly to provide maximum protection and they **MUST** be maintained to ensure their protective qualities. Safety hats **MUST NOT** be painted or modified in any manner.

Hair long enough to constitute a hazard while a person is working near moving machinery or rotating tools and equipment **MUST** be secured by a net or tied back. Hair styles that make it impossible for a person to properly wear a safety hat are **NOT PERMITTED**.

Beards that constitute a hazard while a person is near moving machinery or rotating tools are **NOT PERMITTED**.

**Fall Protection**

- A full body safety harness with double hook-up capability shall be worn at all times while personnel are working 6 feet or more above ground level, unless other adequate protection

**Title: 6.3 Personal Protective Equipment and Clothing**

against falling is provided or the employee is inside a designated handrail system. 100% tie-off MUST be maintained at all times.

- Any person working out of a man-lift, or suspended by a crane, must wear fall protection that is properly hooked up.
- Use of fall protection means that the fall protection is properly donned and the safety lanyard is properly hooked up.
- The safety harness should fit snugly and comfortably. The wearer should allow no more slack in the line than is necessary to safely perform the work at hand.
- All safety harnesses should be regularly inspected for excessive wear and damage that could cause them to fail. Harnesses worn or damaged to the extent that they could fail should be destroyed, not discarded.
- Safety harnesses MUST NOT be thrown into a toolbox or otherwise subjected to treatment that could damage or weaken them.

**Personal Floatation Protection**

- All personnel who are suspended over the water in a personnel basket or working on the water, such as a barge tender or dock where the danger of falling into the water exists, shall wear a U.S. Coast Guard approved work vest.
- When in use the work vest shall be properly donned and securely fastened.

**Protective Clothing**

- Clothing suited to the work, weather and environment in which the employee works MUST be worn.
- Where required, the company shall supply flame retardant clothing.
- Highly flammable fabrics such as nylon, rayon, dacron, etc. are not recommended.

**Title: 6.3 Personal Protective Equipment and Clothing**

- Long sleeve shirts are required for persons engaged in grinding, welding, or cutting processes where the possibility of burns exists. Shirt sleeves must be rolled down and buttoned while conducting these operations.
- Any person engaged in, or around, welding, cutting, or grinding operations shall not be allowed to tuck pant legs into safety footwear because of the burn hazard presented if hot slag enters the footwear.
- Absolutely no tank tops, halter tops, or muscle shirts are to be worn on the job site.
- Long pants are to be worn on the job site. No short pants are allowed.
- The wearing of jewelry, such as rings, watchbands or neck chains, on the job is discouraged because it can cause or contribute to accidents and injuries.
- Oil soaked, greasy, excessively loose fitting, or ragged clothing shall not be worn.
- A person working around moving machinery **MUST NOT** wear neckties or neck chains, gauntlet gloves or gloves that fastens around the wrist, or baggy, loose or ragged clothing. **NEVER** tie or otherwise attach a rag or handkerchief to your person in such a manner that it cannot be removed with one quick, easy pull.
- If clothing becomes saturated with oil, fuel or chemicals, the employee should immediately wash the exposed skin area with soap and water and change clothes to prevent skin irritation. The employee **MUST** avoid all sources of fire, including cigarettes, pipes or cigars, before changing clothes and washing the affected skin with soap and water. The Supervisor should be consulted if a skin rash develops.
- Disposable clothing is made available by the Company for special work situations.

**Other Protective Equipment**

Chemical goggles, full-face shield, protective gloves and an acid-proof apron should be worn for handling chemicals that may be harmful to the skin or eyes when exposure to spillage is possible.



**Title: 6.3 Personal Protective Equipment and Clothing**

Certain materials, such as acids and caustic soda, REQUIRE additional protection, such as rubber apron and gloves.

**Dress Code**

Due to the environment in which our employees work, it is vitally important that proper clothing be worn, both during and after regular work hours.

- Absolutely no tank-tops, halter-tops, swimsuits, or muscle shirts.
- Long pants are to be worn in the work area. No short pants are allowed.
- Jewelry, such as rings, watchbands, body piercing jewelry, or neck chains, should not be worn on the job because it can cause or contribute to accidents and injuries.
- Flip-flops and shower clogs are prohibited on any company location.
- Proper dress for off duty hours should reflect these same guidelines. Proper fitting short sleeve shirts (no sleeveless shirts) that cover the torso, cuffed shorts that reach the tips of the fingers when standing (no cut-off pants) will be allowed during off duty hours.



**Title: 6.4 Hearing Conservation**

**Purpose**

This section describes the requirements for hearing conservations.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**General**

PIONEER PRODUCTION SERVICES, INC has instated a program to train and assist employees in noise reduction. The training is something that will be conducted annually for the employee. The training will update the consistent changes to PPE and the work process. PIONEER PRODUCTION SERVICES, INC will also make available to affected employees copies of noise exposure procedures. The procedures shall be posted in the work place and made accessible to the Assistant Secretary and the Director.

Exposure to high noise levels can cause hearing loss or impairment. Specially designed hearing protection is required depending on the type of noise encountered in order to prevent excessive noise levels and avoid irreparable hearing damage.

**Hearing Conservation Program**

Exposure to high noise levels can cause hearing loss or impairment. Specially designed hearing protection is required depending on the type of noise encountered in order to prevent excessive noise levels and avoid irreparable hearing damage. All employees must be trained annually to ensure that all employees have the most accurate hearing protection information and are refitted for the proper hearing protection fit.

Hearing protection shall be required and provided at no cost at locations where personnel are exposed to noise at or above 85 dB averaged over an eight hour work period. These locations

will be identified by the safety department and employees working in these areas are required to wear the appropriate hearing protection.

All employees whose exposure equal or exceed an eight hour time weighted average of 85 decibels will receive a baseline audiogram. This test will be conducted within six months of the employee's first exposure at or above the action level. Before testing, the employee must have at least 14 hours without exposure to workplace noise. Hearing protection may be used to meet this requirement.

When information indicates that employee exposure may equal/exceed the 8 hr time-weighted avg. of 85 decibels, a monitoring program shall be implemented to identify employees to be included in the hearing conservation program. All employees exposed at or above an 8 hour time weighted average of 85 decibels shall receive an annual audiogram. This audiogram will be compared to the baseline test to determine if the employee has had a standard threshold shift. If a threshold shift has occurred, the employee shall be notified of the results in writing within 21 days. Also, in the event of an employee threshold shift, the hearing protection being used shall be reviewed and modified if necessary. Accurate records of all employee exposure and audiometric measurements shall be maintained as required by the regulation.

### **Hearing Protection**

- Appropriate hearing protection is provided by the company and **MUST** be worn by all personnel in areas where signs are posted warning of excessive noise levels.
- Hearing protection should also be worn in un-posted areas where temporary excessive noise may exist.
- Radios and headsets are not allowed on the work site unless being used for work related communications.



**Title: 6.4 Hearing Conservation**

- In the event that ear plugs cannot be worn by an employee for medical reasons, a written excuse, signed by a medical doctor must be furnished. Another type of hearing protection will be provided.
- If a certain type of hearing protection is not suitable for the environment, it will be evaluated and more adequate protection will be provided.





**Title: 6.5 Respiratory Protection Program**

**Purpose**

This section describes the use of the respiratory protection system.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**Preface**

The basic purpose of a respirator is to protect the user from inhalation of hazardous atmospheres. When it is determined that a hazardous atmosphere exists, the first line of defense is to eliminate the hazard using engineering controls (i.e., ventilation). However, if engineering controls are infeasible because of technical or financial constraints, then respirators must be used to protect workers. Additionally, respirators must be used when airborne contaminant sources cannot be controlled to a level below their occupational exposure limits (e.g., certain maintenance and repair operations, emergencies, or during periods when ventilation system controls are being installed).

There are many variables that affect the degree of protection provided by respirators and the misuse of respirators can be hazardous to employee safety and health. Selection of the wrong equipment, one of the most frequent errors made in respiratory protection, can result in the employee being exposed to increased concentrations of the harmful contaminant. Respirators that are not maintained and inspected can be less effective at reducing exposure to harmful contaminants, and can place a greater physical burden on the respiratory system. Respirators that are not clean can cause skin irritation or dermatitis. This program establishes standard operating procedures to ensure that respirators are selected, used, and maintained properly, and the potential hazards associated with misuse are eliminated.

**Purpose**



**Title: 6.5 Respiratory Protection Program**

The potential for employee exposure to respiratory hazards exists during the performance of specific job duties. The purpose of this program is to ensure that all employees of PIONEER PRODUCTION SERVICES, INC are protected from exposure to respiratory hazards. Controls such as ventilation and substitution of less toxic materials are the first line of defense. However, these controls are not always feasible for some operations, or they will not always completely control identified hazards. In these situations, respirators and other protective equipment must be used. Respirators are also utilized for protection during foreseeable emergencies.

**Scope and Application**

**Mandatory use of Respirators**

This program applies to all employees who are required to wear respirators during normal work operations and during certain non-routine or emergency operations. The requirement to wear a respirator is determined based on the employee's potential exposure to respiratory hazards. Training shall be given on employee's initial assignment and annually thereafter. The training shall meet the OSHA standards, and must be completed before the assignment can begin.

Employees participating in the respiratory protection program do so at no cost to them. The expense associated with medical evaluations, training, and respiratory protection equipment will be borne by PIONEER PRODUCTION SERVICES, INC.

This program is work site specific and is only used when a respirator is required by an employer.

**Voluntary use of Respirators**

Employees who voluntarily choose to use a respirator when it is not required are subject to the cleaning, maintenance and storage elements of this program. These requirements can be met by following the respirator manufacturer's instructions for the selected respirator(s). Voluntary

**Title: 6.5 Respiratory Protection Program**

respirator users must also submit a respirator program request form and a medical questionnaire for approval. In addition, the information specified in Appendix A: “Important Information about Voluntary Use of Respirators” will be provided to all voluntary users of respirators.

Employees who voluntarily use filtering face-piece respirators (i.e., dust masks) are excluded from all requirements of this program except that they must be provided with the information outlined within Appendix A.

### **Responsibilities**

#### **Respirator Program Administrator**

The Respirator Program Administrator is responsible for overseeing the respiratory protection program and ensuring that all requirements are fully implemented. The designated Program Administrator is the **HSE Manager**. The administrator is trained on the equipment and is able to conduct evaluations.

#### **Other Responsible Individuals**

The Program Administrator has the authority to assign responsibility and accountability to employees or supervisors for each phase of this program.

#### **Respiratory Hazard Evaluation**

A respiratory hazard evaluation for each operation, process, or work area should be conducted, including employee exposure monitoring. **Field Supervisors** must report changes in work processes that may result in increased employee exposure. Such conditions may include the use of new chemicals; a change in the way chemicals are processed, handled, or manipulated; or a change in environmental controls such as local or general ventilation systems. The following



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sample hazard evaluation table summarizes the potential for employee exposure (be sure to include foreseeable emergencies if applicable):

Task / Job	Work Area / Location	Potential Respiratory Hazards	Employee Overexposure to Hazardous Chemicals? *	
			Yes	No
			Yes	No
			Yes	No

\* Insert “Yes” in this column if employee exposure monitoring has been conducted, and the results of monitoring indicate that employee exposure exceeded applicable standards or guidelines.

Employees who believe that respiratory protection is needed during a particular activity should contact their supervisor. This information will be conveyed to the Program Administrator, who will ensure that the potential hazard is assessed, and the results of the assessment are communicated to the affected employees. If it is determined that respiratory protection is necessary, the hazard evaluation table will be updated accordingly.

**Respirator Selection**

**Basis for Respirator Selection**

Respirators have been selected on the basis of the hazards to which the employees are exposed. Guidance for respirator selection was obtained by reviewing the OSHA Technical Manual, Section VIII, Chapter 2.V. “Respirator Selection”. All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. All filters, cartridges, and canisters must be labeled with the



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appropriate NIOSH certification number. The label must not be removed or defaced while it is in use.

**Workplace and User Factors**

Potential workplace and user factors that could influence the selection of respirator types must also be considered. Workplace and user factors include, but are not limited to, the equipment or tools that will be used; excessive temperature or relative humidity; or any motion or travel required which can interfere with the type of respirator to be selected. The following table summarizes the selected respirator types, the jobs or tasks that require the use of the respirator, the locations in which the respirators will be used; and specific workplace and user factors:

Type of Respirator	Jobs / Tasks Requiring Respirator Usage	Work Area / Location	Workplace and User Factors

A listing of currently approved list of Particulate respirators certified under 42 CFR Part 84 can be reviewed in the references.

**Respirator Use**

**Face-piece Seal Protection**

The use of respirators under conditions that would compromise the face-piece-to-face seal will not be permitted. Examples of these conditions include facial hair that interferes with the face-piece seal or valve function, absence of normally worn dentures, facial deformities (e.g., scars, deep skin creases, prominent cheekbones), or the use of jewelry or headgear that projects under



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the face-piece seal. Fit testing cannot be conducted if any of these conditions exists. Additionally, corrective glasses or goggles, or other personal protective equipment, must be worn in such a way that they do not interfere with the seal of the face-piece to the face.

**Workplace Observations**

The guidance and oversight of the proper use of respirators is the responsibility of the direct supervisor, who will ensure that employees wear respirators when required, and that respirators are used correctly.

**Change Schedule for Cartridges**

**Cartridges**

The manufactures schedule and criteria for cartridge replacement should be followed. The following table outlines the change schedule for cartridges used in the various departments or work areas. The change schedules listed should be derived from actual use or established using the cartridge manufacturer’s recommendations:

<b>Cartridge Manufacturer</b>	<b>Cartridge Number</b>	<b>Model</b>	<b>Area of Use</b>	<b>Maximum Employee Exposure</b>	<b>Maximum Allowable Service Life (Hours)</b>

**Filters**

For respirators worn exclusively for protection against particles, filters will be changed according to the manufacturer’s specification and whenever the wearer detects an increase in breathing resistance. It is the responsibility of (insert name of program administrator or area



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supervisor or job title) to ensure that the change schedule is complete and updated as necessary. If employees clean filters, they must leave the work area before cleaning them.

**Fit Testing**

Fit testing will be required for all employees who are required to wear respirators with a tight-fitting face-piece. Things that will affect the integrity of the seal such as face hair and glasses shall be prohibited. Fit testing will be performed:

- After an employee has completed their medical evaluation and prior to being allowed to wear any respirator with a tight fitting face-piece in the work environment.
- Employees are required to pass QLFT or QNFT initially and annually.
- Whenever a different respirator face-piece is used. At least annually thereafter.
- When there are changes in the employee’s physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.)

Employees will be provided with several models and sizes of respirators so that they may find the optimal fit. Employees who voluntarily choose to use respirators in the absence of any atmospheric hazards are not required to be fit tested.

**Medical Evaluation**

All Medical results will be kept confidential and the results will be discussed with the employee with PLHCP.

**Initial Medical Evaluation**

Employees who use respirators must be able to tolerate the physical and psychological stress imposed by respirator use. Employees will not be allowed to wear respirators until a physician or other licensed health care professional (PLHCP) has determined that they are medically able to

do so. Any employee refusing the medical evaluation cannot work in an area requiring respirator use.

A powered air-purifying respirator (PAPR) will be provided to any employee if information from the PLHCP indicates that the employee can use a PAPR but not a negative pressure respirator. If, subsequent to this evaluation, the PLHCP determines that the employee is able to wear a negative pressure respirator, the supervisor will no longer be required to provide a PAPR to that employee.

#### **Additional Medical Evaluations**

- Additional medical evaluation or medical re-evaluation for any employee when:
- The employee reports medical signs or symptoms that are related to the employee's ability to use a respirator.
- The PLHCP, supervisor, or the respirator program administrator observes that the employee is having a medical problem during fit testing or workplace respirator use.
- Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee re-evaluation.
- A change occurs in workplace conditions (e.g., physical work effort, type of respirator used, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The content of such additional medical evaluations will be determined by the PLHCP. A supplemental medical questionnaire will be administered at least annually.

#### **Maintenance and Care**



### **Cleaning and Disinfection**

Respirators will be cleaned and disinfected by the users following the manufacturer's recommendations for each respirator.

#### **The Frequency of Cleaning and Disinfecting:**

- Respirators that are issued for the exclusive use of an employee will be cleaned and disinfected as often as necessary to be maintained in a sanitary condition. Employees will be responsible to clean and disinfect respirators issued for their exclusive use.
- Respirators used by more than one employee will be cleaned and disinfected prior to being used.
- Respirators maintained for emergency use will be cleaned and disinfected after each use. They must be cleaned outside of the work area.

### **Storage**

Respirators will be stored so that they are protected against damage, contamination, dust, sunlight, temperature extremes, excessive moisture, and damaging chemicals. The Program Administrator is responsible to ensure that respirators intended for emergency use will be kept accessible to the work area. Emergency use respirators will not be kept in any area that might itself be involved in the emergency because such an area may become contaminated or inaccessible. Emergency use respirators will be stored in compartments or covers that are clearly marked to indicate that they contain emergency respirators and stored according to any applicable manufacturer instructions.

Emergency respirators will be readily available for use and will be stored in compartments labeled **"FOR EMERGENCY USE ONLY"**.

### **Inspection**



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Respirators used in routine situations will be inspected before each use and during cleaning. Respirator inspections will be conducted in accordance to the manufacturer’s recommendations. If at any time the employee feels that there is some type of failure they must have the area immediately to inspect the unit.

Respirators designated for use in an emergency situation will be inspected at least monthly and in accordance with the manufacturer's instructions and checked for proper function before and after each use. Emergency escape-only respirators must be inspected before being carried into the workplace. Self-contained breathing apparatus (SCBA) will be inspected monthly and after each use. Respirators that are maintained for use in emergencies will be certified by documenting the date that the inspection was performed, the name or signature of the inspector, the findings of the inspection, any required remedial action, and a serial number or other means of identifying the inspected respirator. This information will be provided on the tag/label that is attached to the storage compartment for the respirator.

Inspection information for emergency respirators will be maintained until it is replaced following subsequent certification.

**Repair**

Supervisors will ensure that respirators, which fail to pass inspection or are otherwise found to be defective, will be removed from service and repaired or adjusted properly. If a respirator cannot be repaired or adjusted it will be discarded.

Repairs or adjustments to respirators will be initiated by the Program Administrator. Only NIOSH-approved manufacturer’s replacement parts designed for that respirator will be used. Repairs will be made in accordance with the manufacturer's recommendations and specifications regarding the type and extent of repairs to be performed.

### **Breathing Air Quality**

The Program Administrator will ensure that breathing air for atmosphere-supplying respirators will be of high purity, meets quality levels for content, and does not exceed certain contaminant levels and moisture requirements.

### **Cylinders**

For supplied-air respirators (SARs), only Grade D breathing air shall be used in cylinders. The Program Administrator or designee will coordinate deliveries of compressed air from the approved vendor and require certification that the air in the cylinders meets the specifications of Grade D breathing air. Moisture content in the cylinders will not exceed a dew point of  $-50^{\circ}\text{F}$  ( $-45.6^{\circ}\text{C}$ ) at 1 atmosphere pressure.

Note: This requirement will prevent respirator valves from freezing, which can occur when excess moisture accumulates on the valves. All breathing gas containers must be marked in accordance with the NIOSH respirator certification standard, 42 CFR part 84.

The Program Administrator will maintain a minimum air supply of one fully charged replacement cylinder for each SAR unit.

### **Compressors**

Compressors used for supplying breathing air must be constructed and situated so contaminated air cannot enter the air-supply system. The location of the air intake will be in an uncontaminated area where exhaust gases from nearby vehicles, the internal combustion engine that is powering the compressor itself (if applicable), or other exhaust contaminants being ventilated will not be picked up by the compressor air intake.

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Compressors will be equipped with suitable in-line, air-purifying sorbent beds and filters to further ensure breathing air quality and to minimize moisture content so that the dew point at 1 atmosphere pressure is 10°F (5.56°C) below the ambient temperature. Sorbent beds and filters will be maintained and replaced or refurbished periodically according to the manufacturer's recommendations. An inspection tag will be kept at the compressor indicating the most recent change date and the signature of the Program Administrator or designee authorized to perform the maintenance.

Only non-oil-lubricated compressors will be used.

The Program Administrator will ensure that the compressor intake will not allow the introduction of carbon monoxide greater than 10 parts per million (ppm) into the system.

Note: This could be from sources other than the compressor such as forklifts/vehicles or other gas powered equipment

Breathing air couplings must be incompatible with outlets for non-respirable plant air or other gas systems to prevent accidental servicing of airline respirators with non-respirable gases or oxygen. No asphyxiating substance (e.g., nitrogen) will be allowed in the breathing airlines.

**Working in IDLH atmospheres**

When working in an IDLH atmosphere, there shall be an attendant who will stay in communication with the party that is work within the IDLH atmosphere. The attendant shall also be able to hail the appropriate rescue team. The working party shall be equipped with a mandatory SCBA or SAR, with an auxiliary air supply and the appropriate retrieval equipment.

**Training and Information**



**Title: 6.5 Respiratory Protection Program**

The Company will provide general orientation training to respirator users before the fit testing session. The content of the general training program is outlined in “Training Outline for Respirator Use and Maintenance”

In addition to the general training session, site specific training will be conducted as needed. This training focuses on the specific practices and policies of the work areas where respiratory protection is required, including the contents of the written respiratory protection program and the employees’ responsibilities under it.

Employees who voluntarily use filtering face-piece (dust mask) respirators are exempt from the training requirements. Employees who voluntarily use electrometric air-purifying respirators will receive limited training regarding cleaning and storage.

The information specified in “Appendix A, Important Information about Voluntary Use of Respirators” will be provided all voluntary users of respirators

**Program Evaluation**

The Program Administrator is responsible to conduct evaluations of the workplace, as necessary. Periodic program evaluation is required to ensure that the provisions of the respiratory protection program are being implemented for all employees using respirators. In addition, evaluations will be conducted to ensure the continued effectiveness of the program. Evaluations of the workplace will determine whether the correct respirators are being used and worn properly and will also serve to determine whether the training program is effective.

The Program Administrator is responsible to periodically monitor employee use of respirators to ensure that they are being used and worn properly.



**Title: 6.5 Respiratory Protection Program**

In addition, the Program Administrator will regularly consult with employees wearing respirators to acquire the employees' views on program effectiveness and to identify any problems so that corrective action can be taken. The following factors will be evaluated to determine program effectiveness:

- Respirators are properly fitted and if employees are able to wear respirators without interfering with effective workplace performance.
- Respirators are correctly selected for the hazards encountered.
- Respirators are used properly depending on the workplace conditions encountered.
- Respirators are being maintained and stored properly.

The Program Administrator will be responsible to correct any problems associated with wearing a respirator that are identified by employees or that are revealed during any other part of this evaluation.

**Recordkeeping**

**Medical Records**

The Program Administrator will retain a copy of the PLHCP's written recommendation for each employee subject to medical evaluation. Each employee has completed medical questionnaire, results of relevant medical tests, examinations, and diagnosis, etc., will be maintained by the PHLCP for a period of 30 years. Records of medical evaluations will be made available as specified in 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records".

**Fit Test Records**

The Program Administrator will retain fit test records for respirator users until the next fit test is administered. These records consist of:

- Name or identification of the employee tested

**Title: 6.5 Respiratory Protection Program**

- Make, model, and size of the respirator fitted;
- Date of the fit test;
- Fit factor and other records of the test.

Additionally, each employee will retain fit testing results on a laminated card provided by the Department of Occupational Health and Safety.

**Training Records**

The Program Administrator will retain employee training records that include the names of employees trained and the dates when training was conducted.

All written materials required to be maintained under the record keeping requirements will be made available, upon request to the employee who is subject to the records.

**Important Information about Voluntary Use of Respirators**

**Information for Employees Using Respirators When Not Required Under the Standard**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

**You should do the following:**

1. Read and follow all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.



**Title: 6.5 Respiratory Protection Program**

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.



## **FALL PROTECTION**

### **A. INTRODUCTION**

The OSHA Safety Standards establish uniform requirements to make sure that the hazards of all elevated falls in U.S. workplaces are evaluated and that this hazard information is transmitted to all affected workers.

### **B. GENERAL**

**PIONEER PRODUCTION SERVICES, INC** will ensure that the hazards of all elevated falls over 6 feet in length, within our facilities are evaluated, and that information concerning their hazards is transmitted to all employees.

### **C. RESPONSIBILITY**

**PIONEER PRODUCTION SERVICES, INC** Safety Officer is responsible for the development and implementation of this program and has full authority to make necessary decisions to ensure success of the program.

### **D. WRITTEN PROGRAM**

**PIONEER PRODUCTION SERVICES, INC** will review and evaluate this standard practice instruction:

- On an annual basis;
- When facility operational changes occur that require a revision of this document;
- When there is an accident or close call that relates to this area of safety; and
- Any time fall protection procedures fail.

### **E. STATEMENT OF POLICY**

**Title: 6.6 Working at Heights / Fall Protection**

The hazards of potential falls at heights of 6 feet and above will be addressed in this document. This instruction describes a systematic approach that must be used to protect and prevent people from falling. This instruction also lists some of the most common fall hazards and provides recommendations and guidelines for selecting fall arrest systems.

**F. FACILITY/ DEPARTMENT EVALUATION**

The workplace will be assessed before each assigned job for potential fall hazards. Proper fall arrest equipment will be used for jobs requiring fall protection when elimination of hazard(s) is not possible. This preliminary evaluation will detail the required steps for protecting employees from fall hazards. Fall hazard assessments will be incorporated into JSAs.

**G. TRAINING**

1. Initial training. Training will be conducted prior to job assignment. **PIONEER PRODUCTION SERVICES, INC** Will provide training to ensure that the purpose, function, and proper use of fall protection is understood by employees and that the knowledge and skills required for the safe application and usage is acquired by employees. This standard practice instruction will be provided to, and read by all employees receiving training. The training will include, as a minimum the following:
  - a) Types of fall protection equipment appropriate for use.
  - b) Recognition of applicable fall hazards associated with the work to be completed and the locations of such.
  - c) Load determination and balancing requirements.
  - d) Procedures for removal of protection devices from service for repair or replacement.

**Title: 6.6 Working at Heights / Fall Protection**

- e) All other employees, whose work operations are or may be in an area where fall protection devices may be utilized, will be instructed to an awareness level concerning hazards associated with fall protection operations.
  - f) Fall protection equipment identification. Fall protection equipment having identification numbers will be checked for legibility. Fall protection equipment having illegible identification markings will be turned in to the supervisor for inspection.
  - g) Equipment maintenance and inspection requirements.
  - h) Equipment donning and doffing procedures.
  - i) Equipment strengths and limitations.
  - j) Developing a rescue plan for tasks when fall protection is required.
  - k) Certification. This employer will certify that employee training has been accomplished and is being kept up to date. The certification will control each employee's name and dates to training. Training will be accomplished by competent personnel.
2. Refresher training. This standard practice instruction will be provided to and read by all employees receiving refresher training. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.
- a) Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the fall protection program.
  - b) Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever this employer has reason to believe, that there are

**Title: 6.6 Working at Heights / Fall Protection**

deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures.

- c) Whenever a fall protection procedure fails.
- d) The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.
- e) Certification. This employer will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training. Training will be accomplished by competent personnel.

**H. FALL HAZARD CONTROL PROCEDURES (FALL PREVENTION)**

1. Control Procedures Development. Once a facility evaluation has been accomplished, procedures will be developed, documented and utilized for the control of potential fall hazards. Fall prevention plans will be designed by company competent individuals or other competent personnel. Company engineers (where utilized) or other competent personnel will be provided with any required specialized training to recognize fall hazards, to understand and address fall prevention techniques, and to become familiar with fall arrest equipment and procedures. It is critical that they consider fall protection design for the safety of operations where employees must work at elevated heights. Safety during access and egress from elevated work sites will also be considered. The following guidelines will be used when planning work at elevated heights:

- a) Involve the Safety Department early in the project planning/job planning so that they can recommend appropriate fall-protection measures and equipment.
- b) Involve qualified engineers when load rating of anchorage points must be determined or is in doubt.

**Title: 6.6 Working at Heights / Fall Protection**

- c) Involve Engineering and Maintenance when anchorage points must be installed.
- d) The Safety Officer and Engineering Departments will use the expertise of fall protection equipment manufacturers.
- e) **PIONEER PRODUCTION SERVICES, INC** will be specific in dealing with fall hazards when developing contracts. Each contractor will be required to provide a written fall protection program, which describes the contractor's fall protection policies and procedures when they will be working at elevated heights.

2. Procedural Format. The following format will be followed when developing fall protection procedures. The Safety Officer will be responsible for the implementation of these procedures. The procedures will clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized to control fall hazards, and the means to enforce compliance including, but not limited to the following:

- a) A specific statement of the intended use of the procedure.
- b) A review of accident records, including OSHA 300 logs and Workers Compensation documentation.
- c) Interviews with employees and groups of employees whose work environment include or may include fall hazards.
- d) Physical observations of the work environment(s) that involve fall hazards or the potential of such.
- e) Observations of individuals and their job tasks and work habits that expose them to existing or potential fall hazards.
- f) The procedures contained in **PIONEER PRODUCTION SERVICES, INC** fall protection program.

**Title: 6.6 Working at Heights / Fall Protection**

- g) Specific procedural steps for the use and operation of body harness systems, and other fall protection systems.
- h) Specific procedural steps for the placement, erection, inspection, maintenance, disassembly and transfer of fall protection systems or devices and the person(s) responsible for them.
- i) Specific requirements for testing fall protection systems or equipment to determine and verify the effectiveness of the fall protection control measures (not load testing)
- j) The correct procedures available for each project to rescue employees who have fallen.
- k) The role of each employee in fall protection plans and applicable policies.
- l) Specific requirements for testing fall protection systems or equipment.

3. Safety Monitoring Systems. A safety monitoring system shall be implemented where no other alternative measures is used. The fall protection plan must include a statement, which provides the name or other method of identification for each employee who is designated to work in controlled access zones. No other employees may enter controlled access zones. In the event an employee falls, or some other related, serious incident occurs, **PIONEER PRODUCTION SERVICES, INC** will investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed and shall implement those changes to prevent similar types of falls or incidents. The Safety Officer shall monitor the safety of other employees and **PIONEER PRODUCTION SERVICES, INC** will ensure that the safety monitor complies with the following requirements:

- The safety monitor shall be competent to recognize fall hazards;

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- The safety monitor shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner;
- The safety monitor shall be on the same walking/working surface and within visual sighting distance of the employee being monitored;
- The safety monitor shall be close enough to communicate orally with the employee; and
- The safety monitor shall not have other responsibilities, which could take the monitor's attention from the monitoring function.
- The safety monitor shall review the rescue plan with all employees prior to beginning the task.

**I. PROTECTIVE MATERIALS AND HARDWARE**

Appropriate fall protection devices will be provided for potential fall hazards. Selection of the equipment will be based on the fall protection evaluation. Fall protection evaluations will only be conducted by authorized personnel.

1. Selection Criteria.

Fall Protection devices will be singularly identified; will be the only device(s) used for controlling falls; will not be used for other purposes; and will meet the following requirements;

- Capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- Anchor points will not deteriorate when located in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
- Capable of withstanding the ultimate load of 5,000 lbs (3000 lbs. in the case of self-retracting lifeline systems) for the maximum period of time that exposure is expected.

- Standardization within company facilities. Fall protection devices will be standardized whenever possible.

## **J. FALL PROTECTION SYSTEMS**

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. The fall arrest systems purchased and used must meet the applicable ANSI & ASTM standards. Proper training on the use of fall arrest equipment is essential and will be provided prior to use.

1. Full Body Harness Systems. A full body harness system consists of a full-body harness, lanyard, energy shock absorber, and self-locking snap hook. Before using a full-body harness system, the supervisor and/or the user must address such issues as:
  - a) Have all users been trained to recognize fall hazards and to use fall arrest systems properly?
  - b) Are all components of the system compatible according to the manufacturer's instructions?
  - c) Have appropriate anchorage points and attachment techniques been reviewed?
  - d) Has free fall distance been considered so that a worker will not strike a lower surface or object before the fall is arrested?
  - e) Have swing fall hazards been eliminated?
  - f) Have safe methods to retrieve fallen workers been planned?
  - g) Has the full-body harness and all of its components been inspected both before each use and on a regular semi-annual basis?
  - h) Is any of the equipment, including lanyards, connectors, and lifelines, subject to such problems as welding damage, chemical corrosion, or sandblasting operations?



## 2. Retractable Lifelines

- a) A retractable lifeline is a fall arrest device used in conjunction with other components of a fall arrest system. Retractable lifelines should be used by one person at a time.
- b) A properly inspected and maintained retractable lifeline, when correctly installed and used as part of the fall arrest system, automatically stops a person's descent in a short distance after the onset of an accidental fall.
- c) Retractable lifelines may be considered when working in areas such as on roofs and scaffolds, or in tanks, towers, vessels, and manholes. Also, retractable lifelines should be considered when climbing such equipment as vertical fixed ladders. Before using a retractable lifeline, the supervisor and/or the user must address the following questions.
  - 1) Has the user been trained to use a retractable lifeline correctly?
  - 2) Is the retractable lifeline being used in conjunction with a complete fall arrest system?
  - 3) Is the equipment under a regular maintenance program?
  - 4) Has the equipment been inspected within the last six months?
  - 5) Is any of the equipment, including lanyards, connectors, and lifelines, subject to such problems as welding damage, chemical corrosion, or sandblasting operations?

3. Standard Harnesses. Harnesses for general purpose work should be Class III, constructed with a sliding back D-ring. Standard harnesses are suitable for continuous fall protection while climbing, riding, or working on elevated personnel platforms. They are suitable for positioning, fall arrest, and the rescue and evacuation of people who are working at elevated heights.

## **K. INSPECTION AND MAINTENANCE**

**Title: 6.6 Working at Heights / Fall Protection**

To ensure that fall protection systems are ready and able to perform their tasks, a program of inspection and maintenance will be implemented and maintained. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:

- a) Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures.
- b) All fall protection equipment will be inspected prior to each use, and a documented inspection at intervals not to exceed 6 months, or in accordance with the manufacturers guidelines.
- c) The user will inspect their equipment prior to each use and check the inspection date.
- d) Any fall protection equipment subjected to a fall or impact load will be removed from service immediately and inspected by a qualified person (sent back to the manufacturer).
- e) Check all equipment for mold, damage, wear, mildew, or distortion.
- f) Hardware should be free of cracks, sharp edges, or burns.
- g) Ensure that no straps are cut, broken, torn or scraped.
- h) Special situations such as radiation, electrical conductivity, and chemical effects will be considered.
- i) Equipment that is damaged or in need of maintenance will be tagged as unusable, and **will not be stored** in the same area as serviceable equipment.
- j) A detailed inspection policy will be used for equipment stored for periods exceeding one month.
- k) Anchors and mountings will be inspected before each use by the user and supervisor for signs of damage.

#### **L. CONTROLLED ACCESS ZONES**

The sites where fall protection is not used or not applicable would be around individual well sites where adequate stairs and landings are provided, with handrails making the wellhead accessible without having to climb or use fall protection. However, when required, a competent person will be assigned to recognize any fall hazards at their site, warn employees of the respective hazards and when necessary assist or be in visual sight and communication with the driver.

#### **M. MOST COMMON AND MOST DANGEROUS FALL HAZARDS**

The tasks and situations listed below present inherent fall hazards. Give special attention to providing fall prevention and/or fall control for them, remembering that this attention is necessary in the design, engineering, planning, and execution stages of work. Supervisors will give special consideration to fall protection for the following tasks:

1. Working from crane booms and tower cranes.
2. Working: on top of machinery and equipment, such as overhead cranes, furnaces, conveyors and presses.
3. Other work that involves fall hazards, such as 'off-chutes' from main piping in duct work or boilers.
4. Working on roofs, with deteriorating or unsupported sections and framing.
5. Working over chemical tanks or open pits.
6. Working from a fixed or portable ladders, or climbing systems.
7. Performing work on water towers, product tanks, silos, pipe racks, presses, and floor pits.

#### **N. CONTRACTOR RESPONSIBILITIES**

In addition to complying with the fall protection requirements that apply to all company employees, each contractor who is retained to perform operations that involve fall protection will:

1. Obtain any available information regarding fall hazards and protective measures from this company.
2. Coordinate fall protection operations with **PIONEER PRODUCTION SERVICES, INC** when both company personnel and contractor personnel will be working in or near recognized fall hazard locations.
3. Inform **PIONEER PRODUCTION SERVICES, INC** of the fall protection program that the contractor will follow and of any hazards confronted or created in conducting operations involving fall protection within company owned facilities through a debriefing immediately prior to the operations.

## **O. DEFINITIONS**

**Anchorage** means a secure point of attachment for lifelines, lanyards or deceleration devices.

**Body belt** mean a strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

**Body harness** means straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest systems.

**Competent person** means a person who is capable of identifying hazardous or dangerous conditions in any personal fall arrest system or any component thereof, as well as in their application and use with related equipment.

**Connector** means a device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent

component of the system, such as a carabineer, or it may be an integral component of part of the system.

**Deceleration device** means any mechanism with a maximum length of 3.5 feet, such as a rope grab, rip stitch lanyard, tearing or deforming lanyards, self-retracting lifelines, etc. which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

**Energy shock absorber means** a device that limits shock-load forces on the body.

**Failure** means load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeding.

**Free Fall** means the act of falling before a personal fall arrest system begins to apply force to arrest the fall.

**Free fall distance** means the vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall (maximum of 6 feet). This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

**Hole** means a gap or void 2 inches or more in its least dimension, in a floor, roof, or other walking/working surface.

**Lanyard** means a flexible line of rope, wire, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline or anchorage.

**Leading edge** means the edge of a floor roof, or formwork for a floor or other walking/working surface which changes location as additional floor, roof, decking, or formwork sections are placed, formed or constructed.

**Lifeline** means a component consisting of a flexible line for connection to an anchorage are one end to hang vertically or for connection to anchorages at both ends to stretch

horizontally and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

**Opening** means a gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition, through which employees can fall to a lower level.

**Personal fall arrest system** means a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998 the use of a body belt for fall arrest is prohibited.

**Positioning device system** means a body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

**Qualified person** means one with a recognized or professional certificate and extensive knowledge and experience in the subject field who is capable of design, analysis, evaluation and specifications in the subject work, project, or product.

**Retractable lifeline** means a fall arrest device that allows free travel without slack rope, but locks instantly when a fall begins

**Rope grab** means a deceleration device which travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.

**Safety-monitoring system** means a safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

**Self-retracting lifeline/lanyard** mean a deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

**Snaphook** means a connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to

receive an object and, when released, automatically closes to retain the object. Snaphooks are generally one of two types:

- The locking type with a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection; or
- The non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection. As of January 1' 1998, the use of a non-locking snaphook as part of personal fall arrest systems and positioning device systems is prohibited.

**Toeboard** means a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

**Walking/Working** surface means any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways formwork and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

**Warning line system** means a barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of guardrail, body belt, or safety net systems to protect employees in the area.

**Work area** means that portion of a walking/working surface where job duties are being performed.



## **Open Hole Policy**

### **Purpose**

This section describes the requirements and proper implementation of Personal Fall Arrest Systems (PFAS) while working around permanent or temporary open holes.

### **Responsibilities**

Operating Supervisor or Designated Alternate will be responsible for ensuring that open holes are clearly identified, proper control measures have been implemented, appropriate fall protection system is being used, and that employees/contractors are properly trained.

Individual personnel will be responsible for recognizing open hole, and fall hazards and taking preventative measures.

### **General Requirements**

PPSI and Sub Contractors shall be protected from stepping into or falling through permanent or temporary holes. Proper methods and appropriate fall hazard control measures will be used to notify effected employees.

Any holes of 4” or less shall be covered and properly secured with plate. Holes of 4” or greater, which expose employees and contractors to a potential fall, shall employ suitable fall hazard control measures, i.e. guardrail systems, covers, fall arrest systems, etc.

### **Control Measures**

Fall Hazard Control Measures shall be implemented based on the following criteria:

- **Eliminate the Hazard** -During the Job Hazard Analysis, tasks should be planned so that open holes will not have to occur.



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- **Prevent any Potential Fall** -Where exposure to an open hole cannot be eliminated, the potential fall shall be identified in the Job Hazard Analysis, and proper control measures shall be enforced.
- **Monitor area for potential changes** -Area should be inspected daily to check for any changes that could possibly cause issues, i.e. guardrails coming loose, fencing coming loose, etc.

**Guardrail System**

Guard rail systems are barriers erected to prevent workers from falling to lower levels. Guardrails may be constructed with pipe, rails, wood, cable, rope, etc. Barriers shall be capable of withstanding, without failure, a force of at least 200 pounds, applied at any point, in and outward or downward direction. Guardrails should have a top edge member 42 inches (plus or minus 3 inches) above the walking / working level and an intermediate rail approximately halfway between the top rail and the floor. Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the midrail or other member.

**Types of Guardrail Systems**

- **Pipe Railings** – Posts, top rails, and intermediate rails shall be at least 1 1/2 inches nominal diameter, i.e. Schedule 40 pipe or equivalent degree of strength, with posts no more than 8 feet apart on center.
- **Structural steel railings** – Posts, top rails, and intermediate rails are at least 2 x 2 x 38 inch angles or equivalent degree of strength, with posts no more than 8 feet apart on center.

Where there is danger to personnel working below the open hole due to falling objects, toe plates no smaller than 4 inches wide should be added to guardrail system.

### **Covers**

Covers for open holes no more than 4 inches wide shall be capable of supporting without failure:

- At least twice the weight of workers, equipment, and materials that may be imposed.
- Secured when installed to prevent accidental displacement by wind, equipment, workers, etc.
- Clearly identified to prevent tripping hazard.

### **Working around Open Holes**

When open holes are not eliminated or prevented as provided for above, workers shall be protected with personal fall arrest systems specific to the work being conducted. A warning line system shall be erected to warn workers of the unprotected open hole. A warning line system shall consist of a wire, chain, rope, or plastic / vinyl tape no less than 10 foot from the outer perimeter of the hole. The warning line system shall be clearly identified with high visibility flagging material at no less than 6 foot intervals, or fencing wrapped around the warning line. Workers entering between the open hole and the warning line shall be protected by personal fall arrest systems

Prior to using a personal fall arrest system, the fall hazard shall be analyzed and continuous fall protection assured with respect to:

- Movement to and from the worksite;
- The task to be performed at the work site;
- The need for mobility in performing the task; and
- Personnel recovery after fall arrest, i.e. rescue plan.

## **Aerial Lifts**

### **Purpose**

This section describes the rules and regulations for working from aerial lifts.

### **General Requirements**

All employees who will be operating aerial lifts shall be properly trained before they will be allowed to operate the piece of equipment. They will also be trained on the proper fall protection use in aerial lifts.

Aerial lifts shall be constructed in accordance with applicable requirements of the American National Standards for "Vehicle Mounted elevating and Rotating Work Platforms". Any field modification for uses other than those intended by the manufacturer, provided the modification has been certified in writing by the manufacturer or any other equivalent entity, must be in conformity with all applicable provisions of ANSI A92.2-1969 and this section and to be at least as safe as the equipment was before modification.



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A pre-use inspection shall be conducted before each use by a competent person. Any issues that arise must be documented and corrected before the equipment may be put into use. Inspections will be documented on approved aerial lift inspection forms.

All areal lifts must equipped with the proper working load limits of the baskets, properly working Back up or moving alarms, emergency stop switches, properly marked controls, etc.

Fall protection shall be worn while working from the basket of a man lift. Lanyards shall be attached to the basket at all times Employees shall not stand on the rails of the basket at any time.

No person shall walk under the elevated portion of a truck and/or basket, whether loaded or empty.

Working load limits shall not be exceeded at any time during use.

While moving, spotters shall be used to notify operators of any obstacle that he or she may not see.

When working near power lines or equipment, lifts shall be properly grounded or barricaded and considered as energized. Or lift shall be insulated for the work that is being preformed. Lines rated 50kV, or below, the minimum clearance shall be 10ft.



**Title: 6.7 Eye and Face Protection**

All employees and visitors **MUST** wear ANSI Z87.1 approved safety glasses at all times, when appropriate, and in any location where the potential for eye injury exists, except when special purpose eye protection is needed.

Contact lenses **DO NOT** provide eye protection, but rather increase the need for eye protection and, consequently, are discouraged. When contact lenses are worn, goggles or safety glasses with side shields **MUST** be worn for additional protection where eye protection is required. Contact lenses should not be worn where there is a risk of liquid spray from hydrocarbons, chemicals, acids, caustics or any liquid substances that can burn or be corrosive to the eye. Wearers of contact lenses **MUST** inform their supervisor and crew that they wear the lenses so that proper emergency treatment can be given if necessary.

- Impact-type goggles and/or safety glasses **MUST** be worn with a face shield should be worn when engaging in any activity that involves hazards to the unprotected eye from chipped or flying particles. Some examples are chipping, scraping, buffing, grinding, etc.
- Complete-coverage eye protection **MUST** be worn when dust hazards exist and when using any type of pneumatic tool.
- Individuals **MUST** wear splash proof goggles when they are handling hazardous chemical liquids, powders or vapors. They **MUST** also wear the goggles when they are in the immediate vicinity of these chemicals.
- To ensure maximum protection and comfort, eye protection should be adjusted properly to the face.
- Approved cover-glass, impact-type safety goggles for use over corrective glasses may be worn by employees who are only occasionally exposed to eye hazards.
- A person in the immediate vicinity of other persons doing work requiring the use of safety goggles **MUST** also wear goggles.

**Title: 6.7 Eye and Face Protection**

- Welding **MUST NOT** be directly watched without proper eye protection.
- Goggles with approved protective lenses **MUST** be worn when material is cut with cutting gases.
- Electric-arc welding **REQUIRES** the use of welding helmets or hand shields fitted with No. 10 or darker shade lenses.
- Cover glasses must be used with all welding goggles, helmets and shields.
- Suitable goggles **MUST** be worn when inspecting tubing under hydraulic pressure.
- Various "anti-fogging" compounds for lenses and respiratory face masks are available and should be used to maintain clear vision when conditions are conducive to fogging.
- Each employee is responsible for the proper cleaning and maintenance of their PPE.
- Defective PPE shall **NOT** be used
- Employee-owned equipment must be approved by the Safety Department for the assurances of its adequacy, maintenance & sanitation.

Supervisors, with the aid of the Safety Department, shall identify those areas and job assignments where there are recognized eyes or face hazards or a reasonable probability that eye or face injuries could occur. When hazards exist and eye or face protection is required, the appropriate equipment will be provided to employees by the Company.

### Selecting Eye Protection

Type of Work	Possible Danger to Eyes	Eye Protection Needed
Acetylene – burning, cutting, or welding	Sparks, harmful rays, molten metal, flying particles	Welding goggles: Eyecup type – tinted lenses, Or Coverspec type – tinted* lenses or tinted*-plate lenses And Face shield OR Safety glasses and tinted* plate face shield  * shade V or current OSHA standard
Bleeding down a pressure line or vessel, or Changing a choke	Flying particles, hydrocarbon splash,	Chemical Goggles: Flexible fitting – regular ventilation and face shield
Chemical handling, or Laboratory	Chemical Splash, acid burns, fumes, glass breakage	Chemical goggles: Flexible fitting – hooded ventilation AND face shield.  Follow MSDS guidance.
Chipping, or Cutting Wire, or Fire Watch (welding), or Grinding, or Hammering, or Wire brushing	Flying debris or particles	Goggles: Flexible fitting – regular ventilation And Face shield OR Safety glasses and face shield
Electric (Arc) Welding	Sparks, ultra-violet rays, molten metal	Welding helmet with appropriate tinted lenses and safety glasses
Sandblasting	Flying particles	Blasting hood with inner shield and safety glasses



**Title: 6.8 Confined Space Entry**

**Purpose**

This Procedure establishes requirements for Confined Space Entry in accordance with 29 CFR 1910.146. It should be used to ensure that all confined space work is done according to OSHA recommendations and to ensure the safety and well-being of all employees.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**General Requirements**

PIONEER PRODUCTION SERVICES, INC, their subsidiaries and affiliates (referred to herein as the Company) are firmly committed to providing all of its employees a safe and healthy environment. The Occupational Safety and Health Administrations Confined Space Entry Standard (herein referred to as the Standard) [29 CFR Part 1910.146] requires that all employers develop and implement a written Permit-Required Confined Space Program. Additionally, some of our clients require that we provide them with proof of our compliance with the law. This program is designed to describe how OSHA Confined Space Standard Requirements are met in this organization. Information and training will be provided to reduce the possibility of confined space entry accidents and to comply with the OSHA Permit Required Confined Space Standard.

This program has been developed to prevent unauthorized entry to confined space, to identify and evaluate confined space hazards, and to establish procedures and practices for safe entry, including testing and monitoring. Under this program, the company must also:

- Provides specific equipment to employees involved in confined space entry.
- Have an attendant stationed outside permit spaces during entry.
- Establishes procedures to summons rescue.



**Title: 6.8 Confined Space Entry**

- Develops a system for preparing, issuing, using, and canceling entry permits. In addition, procedures must be in place for coordinated entry when employees of more than one employer are involved. A review of the permit program must take place at least annually.
- Procedures for pedestrian and vehicle barriers that will protect entrants from external hazards.

A confined space is defined as an area which:

- Has adequate size and configuration for employee's entry.
- Has small and obstructed ways of getting in and out.
- Is not designed for continuous employee occupancy.

**Permits**

A Permit is the written document that controls entry into a confined space. A permit-required confined space is a confined space that presents or has the potential for hazards related to atmospheric conditions (asphyxiating, flammable or toxic), engulfment, configuration, or any other recognized serious hazard. The standard requires that employers initially evaluate their workplace and determine if there are any permit-required confined spaces. If so, identify them by using signs, proper training or other equally effective means to prevent unauthorized employee entry.

A permit system for permit-required confined space entry is mandated by the OSHA standard. An entry supervisor must authorize entry, prepare and sign written permits, order corrective measures if necessary and cancel permits when work is completed. Permits must be available to all permit space entrants at the time of entry and should extend only for the duration of the task attempted. Entrants can now request they, or an authorized agent of theirs, are present when testing of the space occurs. Furthermore at any time employees or their representatives can

request additional monitoring. The permits are retained for ONE year to facilitate review of the confined space program.

An entry permit MUST include:

- Identification of the space
- Purpose of the entry
- Date and duration of the permit
- A list of authorized entrants
- Names of current attendants and the entry supervisor
- A list of hazards in the permit space
- A list of measures to isolate the permit space and eliminate or control the hazard
- The acceptable entry condition
- The results of test initiated by the person(s) performing the tests
- The rescue and emergency services available and the means to summon them
- Communication procedure for attendants/entrants
- Any required equipment (such as respirators, alarms, communication, etc.)
- Any and all other necessary information
- Any additional permits (hot work, etc.)
- Permit must include procedures to coordinating with other contractors, so that employees of one contractor will not endanger the employees of other employers.
- Procedures on concluding the entry after the job is completed.

### **Training**

Initial and refresher training is required to provide employees with the necessary understanding, skills and knowledge to perform the job safely. Refresher training will be conducted whenever an employee's duties change, when hazards in the confined space change, or whenever the evaluation of the confined space program identifies inadequacies in the employee's knowledge.

Employer training certification must include the employee's name, the signature or initials of the trainer and the dates of training.

### **Entrants**

The standard provides that the authorized entrants of a permit required confined space must know the hazards they may face, be able to recognize signs or symptoms of exposure, and understand the consequences of exposure to hazards. Entrants must know how to use any needed equipment, inform attendants of the warning signs or existence of a hazardous condition, and exit as quickly as possible whenever ordered or alerted to do so by alarm, warning sign or any prohibiting condition. OSHA 29 CFR 1910.146 (c)(5)(ii) paragraph (c) and (f) have been revised and now specifically require employers whose employees, or their authorized representative who enter permit spaces an opportunity to observe the testing of the space during pre-entry and shall also be afforded the opportunity to observe any subsequent periodic testing.

### **Attendant**

An attendant must be on duty outside the confined space for the duration of all entry operations, the attendant of a confined space must:

- Know the hazards of confined spaces.
- Be aware of behavioral effects of potential exposures.
- Keep continuous count and identification of authorized entrants.
- Remain outside the space until relieved.
- Ensure the space stays free from external hazards such as pedestrians, vehicles, etc.
- Communicate with entrants as necessary to monitor entrant status.
- Monitor activities inside and outside the permit space and order exit if required.
- summon rescuers if necessary; prevent unauthorized entry into confined spaces
- And perform non-entry rescues if required.

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- Not perform other duties that interfere with their primary duty to monitor and protect the safety of authorized entrants.
- If the attendant is monitoring more than one confined space, then a system will be in place where the attendant will be able to respond to emergencies in all spaces that he is monitoring.

### **Entry Supervisor**

Entry supervisors with the responsibility of issuing confined space permits must:

- Know the hazards of the confined spaces.
- Verify that all tests have been conducted and all procedures and equipment are in place and acceptable entry conditions exist before endorsing a permit.
- Terminate entry if necessary.
- Cancel permits as needed.
- Verify that a rescue service is available, the means for summoning them are operable and the host employer has performed a satisfactory evaluation of said rescue service (equipment, PPE, valid First Aid and CPR training, etc.).
- At anytime an “IDLH” atmosphere is prevalent in the confined space, a rescue team must be present and prepared prior to and during entry.
- Remove unauthorized individuals who enter the confined space.
- Determine, at least when shifts and entry supervisors’ change, if acceptable condition as specified by the permit continue.
- Understand that revised regulations state that entrants, or their duly appointed representative, will be given the opportunity to observe the testing and evaluate the confined space prior to the entry AND during subsequent periodic confined space testing.

### **Rescue Services**

Rescue services may be provided by on-site employees or an off-site service. On-site teams must be properly equipped and must receive the same training as authorized entrants. "IDLH" rescue teams must be trained in the use of personal protective and rescue equipment and in first aid, including CPR. Outside teams shall be given the opportunity the entry and rescue practice and decline as appropriate.

### **Alternative Protection Procedures**

OSHA has specified alternative protection procedures that may be used for permit spaces where atmospheric and ventilation can control the hazard. The entry supervisor must decide this.

### **IDLH (Immediately Dangerous to Life or Health) Atmospheres**

Is when the atmosphere in a confined space reaches, within four to six minutes, a point where the entrant could suffer irreversible impairment, adverse health effects, or impairment to self-rescue?

### **Requirements for permit-required confined spaces:**

- It shall be the responsibility to the Company's managers or supervisors to evaluate the workplace and determine if any spaces are permit-required confined spaces.
- The Company's managers or supervisors shall inform exposed employees of the existence, location and hazards posed by the permit spaces by posting danger signs or by any other equally effective means.
- If the Company's management decides that its employee will not enter permit spaces, shall take effective measure to prevent their employees from entering the permit spaces and shall comply with the standard.
- If the Company's management decides their employees will enter permit spaces, managers and employees shall develop and implement a written Job Safety Analysis

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(JSA). The written JSA shall be available for inspection by employees and their authorized representatives.

- When there are changes in the use or configuration of non-permit confined space that might increase the hazards to entrants, the employer shall re-evaluate that space and, if necessary, reclassify it as a permit-required space.
- A space classified by the employer as a permit-required confined space may be reclassified as a non-permit confined space under the following conditions:
- If the permit space poses no actual or potential atmospheric hazards and if all the hazards within the space are eliminated without entry into that space, the permit space may be reclassified as a non-permit confined space for as long as the non atmospheric hazards remain eliminated.
- If it is necessary to enter the permit space to eliminate hazards, such entry shall be performed in accordance with the OSHA standard. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated.

**Requirements for entry into Permit-Required Confined spaces:**

- Any condition making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
- When entrance covers are removed, the opening shall be promptly guarded by railing, temporary cover or other temporary barrier that will prevent an accident fall through the opening and that will protect each employee working in the space from foreign objects entering the space.

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- Before an employee enters the space, the internal atmosphere shall be tested with a calibrated direct-reading instrument, for the following conditions **IN THE ORDER GIVEN**:
  - Oxygen content
  - Flammable gas and vapors
  - Potential toxic air contaminants
- There may be no oxygen deficiency in the space whenever any employee is inside the space.
- Continuous forced air ventilation must be used under the following conditions:
  - An employee **MAY NOT** enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
  - The forced air ventilation shall be directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space.
- The air supply for forced air ventilation shall be from a clean source and may not increase the hazards in the space.
- The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.
- If a hazardous atmosphere is detected during entry:
  - Each employee must leave the space immediately.
  - The space shall be evaluated to determine how the hazardous atmosphere developed.

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- Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.
- The company or its supervisors shall verify the space is safe for entry and that the measures required by the OSHA standards have been taken. This is done through a written certification that contains the date AND location of the space and the certification shall be made before entry and shall be made available to each employee entering the space.

**Permit-required confined space program**

- Under the permit confined space program required by OSHA, the company or its supervisor shall:
- Implement the measures necessary to prevent unauthorized entry.
- Identify and evaluate the hazards of permit spaces before employees enter them.
- Develop and implement the means, procedures and practices necessary for safe permit space entry operations including, but not limited to the following:
  - Specifying acceptable entry conditions.
  - Isolating the permit space.
  - Purging, flushing or ventilating the permit space as necessary to eliminate or control atmospheric hazards.
  - Providing pedestrian, vehicle or other barriers as necessary to protect entrants from external hazards.



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- Verify that conditions in the permit spaces are acceptable for entry throughout the duration of an authorized entry.
- Provide the equipment required by the OSHA Standard at no cost to employees, maintain that equipment properly and ensure that employees use the equipment properly by:
  - Testing and monitoring equipment needed to comply with the standard.
  - Ventilating equipment needed to obtain acceptable entry conditions.
  - Having communication equipment necessary for compliance with the standard.
  - Providing personal protective equipment insofar as feasible engineering and work practice controls do not adequately protect employees.
  - Providing lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency.
  - Providing barriers and shields as required by the standard.
  - Providing equipment, such as ladders, needed for safe ingress and egress by authorized entrants.
  - Providing rescue and emergency equipment needed to comply with the standard, except to the extent that is provided by rescue services.
  - Providing any other equipment necessary for safe entry into and rescue from permit spaces.
- Evaluate permit space conditions as follows when entry operations are conducted:

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- Test conditions in the permit space to determine if acceptable entry conditions exist before entry is authorized to begin. The only exception is if isolation of the space is unfeasible because the space is larger or is part of a continuous system (such as a sewer), pre-entry testing shall be performed to the extent feasible before entry is authorized. If entry is authorized, entry conditions shall be continuously monitored in the area where authorized entrants are working.
- Test or monitor the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations.
- When testing for atmospheric hazards, test first for oxygen, then combustible gases and vapors and then for toxic gases and vapors.
- Provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operations.
- If multiple spaces are to be monitored by a single attendant, include in the permit program the means and procedures to enable the attendant to respond to an emergency affecting one or more of the permit spaces being monitored without distraction from the attendant's responsibilities as per the OSHA standards 1910.146.

Attendants may be assigned to monitor more than one permit space provided their duties can effectively performed for each permit space that is monitored. Likewise, attendants may be stationed at any location outside the permit space to be monitored as long as their duties can be effectively performed for each permit space that is monitored.

PIONEER PRODUCTION SERVICES, INC shall ensure that each attendant:

- Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.

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- Is aware of possible behavioral effects of hazard exposure in authorized entrants
- Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants under this section accurately identifies who is in the permit space.
- Remains in a pre-designated location outside the permit space during entry operations until relieved by another attendant.
- Note: When PIONEER PRODUCTION SERVICES, INC permit entry program allows attendant entry for rescue, attendants may enter a permit space to attempt a rescue if they have been trained and equipped for rescue operations as required by the "rescue and emergency services" section of this instruction and if they have been relieved as required by this section.
- Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space.
- Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions.
- If the attendant detects a prohibited condition.
- If the attendant detects the behavioral effects of hazard exposure in an entrant.
- If the attendant detects a situation outside the space that could endanger the entrants.
- If the attendant cannot effectively and safely perform all the duties required under this section.
- Summon rescue and other emergency services as soon as the attendant determines that entrants may need assistance to escape from permit space hazards.
- Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
- Warn the unauthorized persons that they must stay away from the permit space.

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- Advise the unauthorized persons that they must exit immediately if they have entered the permit space.
- Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
- Performs non-entry rescues as specified by this employer's rescue procedure.
- Performs no duties that might interfere with the attendant's primary duty to monitor and protect the entrants.

**PIONEER PRODUCTION SERVICES, INC HSE Dept shall:**

- Designate the persons who are to have active roles in the entry operations,
- Identify the duties of each such employee and provide each such employee with the training required by the standard.
- Develop and implement procedures to summons rescue and emergency services
- For rescuing entrants from permit spaces, for providing necessary emergency services to rescue employees and for preventing unauthorized personnel from attempting a rescue.
- Develop and implement a system for the preparing, issuing, and canceling entry permits as required by the standard.
- Develop and implement procedures to coordinate entry operations when employees of more than one employer are working simultaneously as authorized entrants in the permit space so that employees of one employer do not endanger the employees of any other employer.
- Develop and implement procedures necessary for concluding the entry after
- Entry operations have been completed.
- Review entry operations when the employer has reason to believe that the

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- Measures taken under the permit space program may not protect employees and revise the program to correct deficiencies before subsequent entries are authorized.
- Review the permit-required confined space program, using the canceled permits retained under the standards within one (1) year after each entry and revises the program as necessary to ensure that employees participating in entry operations are protected from permit space hazards.

**Permit System**

- Before entry is authorized, the employer shall document the completion of measures required by the standard of this section by preparing an entry permit.
- Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.
- The completed permit shall be made available at the time of entry to all authorized entrants by posting it at the entry portal or by any other equally effective means. Each entrant, or their chosen authorized representative, WILL be afforded the opportunity to observe the pre-entry testing AND the periodic testing as set forth by the standard.
- The duration of the permit should not exceed the time required to complete the assigned task or job identified on the permit in accordance with the standard.
- The entry supervisor shall terminate entry and cancel the entry permit when:
  - The entry operations covered by the entry permit have been completed.
  - A condition that is not allowed under the entry permit arises in or near the permit space. The Permit shall then be reviewed and revised to include the new dangers not covered in the permit, such as unauthorized entry, occurrence of injury, employee complaints, or near miss.
- The employer shall retain each cancelled entry permit for at least one (1) year to facilitate the review of the permit-required confined space program required by the standard. Any

problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

**Rescue and Emergency Requirements:**

The following requirements apply to PIONEER PRODUCTION SERVICES, INC personnel who enter permit spaces to perform rescue services.

- PIONEER PRODUCTION SERVICES, INC shall ensure that each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.
- Each member of the rescue service shall be trained to perform the assigned rescue duties. Each member of the rescue service shall also receive the training required of authorized entrants under the "duties of authorized entrants" section of this instruction.
- Each member of the rescue service shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, mannequins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which PIONEER PRODUCTION SERVICES, INC anticipates rescue is to be performed.
- Each member of the rescue service shall be trained in basic first-aid and in cardiopulmonary resuscitation (CPR). At least one member of the rescue service holding current certification in first aid and in CPR shall be available.
- Non-company rescue personnel. When non-company rescue personnel are designated to perform permit space rescue PIONEER PRODUCTION SERVICES, INC shall:
  - Inform the rescue service of the hazards they may confront when called on to perform rescue.



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- Provide the rescue service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.
- When using non-company rescue personnel this must be stated and agreed to in contract language.
- To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems used by PIONEER PRODUCTION SERVICES, INC shall meet the following requirements.
- Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if it is demonstrated that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.
- The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.
- If an injured entrant is exposed to a substance for which a Material Safety Data Sheet (MSDS) or other similar written information is required to be kept at the worksite, that MSDS or written information shall be made available to the medical facility treating the exposed entrant.



**Title: 6.9 Electrical Equipment**

**Purpose**

Define the PIONEER PRODUCTION SERVICES, INC policy on Equipment Safety and Use.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**Training**

Training with employees shall be conducted on an annual basis.

All employees who face the risk of shock shall be trained and familiar with safety practices, related to their job assignments.

**General**

- Unauthorized persons **MUST NOT** attempt to make repairs to electrical equipment. Only qualified and trained personnel may work on electrical equipment.
- Qualified employees will be knowledgeable in the Proper PPE, Precautionary techniques, and insulating.
- All unsafe appliances, lines and electrical apparatus should be reported immediately to the supervisor.
- Special precautions should be taken for working with high voltage.
- Insulated tools and rubber protective devices should be periodically inspected and cleaned. When their condition is in doubt, these articles should be high-potential tested.
- Touch all electrical equipment enclosures, switches, etc., with the back of your hand. **NEVER** use the inside of your hand. Electrical shock makes muscles contract and it could cause your hand to grasp the equipment.





**Title: 6.9 Electrical Equipment**

- Avoid stepping on or handling live wiring, lighting units or trouble lights found lying on the floor or ground. Eliminate such hazards by opening the circuit and restoring the items to their proper places.
- AC light plants will be grounded immediately when set on location. All other skids with electrical power will have properly sized grounding conductors connected to the generator skid.
- Drop cords and lights will have a metal guard surrounding them.
- Hands, shoes and clothing should be dry when any energized electrical equipment is handled. Jewelry which may come in contact with circuits should be removed or insulated with gloves or other means.
- Proceed according to instructions when operating electrical equipment. NEVER experiment. If equipment fails to operate properly, consult the Supervisor.
- Defective electrical cords for equipment and appliances MUST be repaired or replaced.
- All Ladders shall be having non-conductive side rails.
- At no time shall conductive apparel shall be worn, unless rendered by non-conductive by covering or insulating. This includes jewelry.
- Electrical outlets should not be overloaded. All outlets MUST be grounded. Outlets supplying power to portable electric tools that are either outside or in wet locations should have approved ground-fault circuit protection. NEVER increase breaker size above the design capacity.
- When working in a confined space, all proper PPE, shields and protective barriers shall be provided.
- If An Employee Must Handle long dimensional conductive objects (such as ducts and pipes) in areas with exposed live parts, the employee shall pre-job to minimize the hazard. The use of insulation, guarding, and proper material handling techniques shall be considered which will minimize the hazard while handling long dimensional conductive objects.

### **Electric Hazards**

- 440, 220 and 120-volt plugs shall not be disconnected before turning off switch box power.
- A 480-volt line shall not be moved before turning off power in line.
- All personnel need to pay attention when using overhead cranes being serviced by an electrician.
- No person shall stand in front of a switch box. When operating the switch, stand to the right side of the switch box and operate the switch with your left hand.
- Only electricians shall be allowed to change fuses in facility fuse boxes.
- A fuse on a switch box shall not be changed before throwing the switch to the "off" position. Before removing the fuse, visually inspect the switching mechanism to ensure that all three switch blades have disengaged completely.
- All electrical equipment shall be inspected for damage after it has been moved. If equipment appears to have been damaged, have it checked by an electrician before connecting to power sources.
- Any damage to electrical stations or equipment shall be reported immediately so that prompt repair can be initiated.
- The ground wire on electrical equipment is the most important wire; ensure that the ground connection is intact before using equipment. All electrical equipment or tools without a proper ground shall be removed from the job site.
- All electrical plugs shall be inspected prior to being plugged into receptacles. If the ground is altered in any manner, there is a possibility that the plug will be plugged in incorrectly. If this occurs, there is a possibility that the equipment or tool grounding mechanism could become energized, subjecting an employee to possible electrocution.
- Removal or alteration of the ground on any electrical connection will subject employee to disciplinary action including termination.
- Always use extreme caution when using electrical equipment around moisture or water.

**Title: 6.9 Electrical Equipment**

- No type of electrical repairs shall be performed by unauthorized personnel.

**Working near exposed energized parts**

- All Power Lines shall be de-energized and grounded before the work begins.
- Unqualified personnel working near overhead power lines shall be such that the person and the longest conductive object he or she may come in contact cannot come closer to an unguarded, energized overhead line than the following distances:
  - For voltages to ground 50kV or below- 10ft
  - For voltages to ground over 50kV – 10ft plus 4in for every 10KV over 50kV
- Approach distances for qualified employees with proper PPE for working near exposed power lines:
  - 300v or less - Avoid contact
  - Over 300v, not over 750v – 1ft
  - Over 750v, not over 2kV – 1ft 6in
  - Over 2kV, not over 15kV – 2ft
  - Over 15kV, not over 37kV – 3ft
  - Over 37kV, not over 87.5kV – 3ft 6in
  - Over 87.5kV, not over 121kV – 4ft
  - Over 121kV, not over 140kV – 4ft 6in

For vehicular distance see crane policy.

- Gloves with sleeves rated for the correct voltage must be worn while working near exposed electrical wires.

**Title: 6.9 Electrical Equipment**

- Employees will only enter spaces with exposed energized parts if proper illumination is provided.
- Employees shall only handle conductive material that is properly insulated. If material isn't properly insulated, material must be de-energized.
- Ladders shall be made of non conductive material.
- Apparel that may be conductive must be removed before work may begin.

**Machine and Electrical Guarding**

- All chain drives, pulleys, pulley belts, flywheels, and rotating parts of machinery shall be guarded. These guards shall not be removed, except for servicing and repairs, and then only by authorized personnel. The guards shall be replaced before work commences.
- Each fan shall have a guard with openings no larger than 1/2 inch over revolving parts.
- Lockout procedures will be utilized to ensure that machinery or equipment is isolated from all potentially hazardous energy prior to the performance of any servicing or maintenance activities where the unexpected energizing, start up, or release of stored energy could cause injuries (See Permit to Work Section).
- LOTO will be required any time an employee is exposed to energized equipment.
- Any equipment that has been de-energized but not LOTO, will be treated as live parts.
- Employee shall not enter space with possible exposed energized parts without proper illumination.

**Cleaning Electrical Apparatus**

- Methyl Chloroform (1,1,1-trichloroethane) is available and is recommended for cleaning electric motors and other equipment where an oily residue, as left from kerosene or varsol, is undesirable. The least toxic of the inflammable volatile solvents, methyl chloroform has a Threshold Limit Value (TLV) of 350 ppm.

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- Because methyl chloroform attacks aluminum, it should not be used to clean equipment made of aluminum.
- Because of its high toxicity, carbon tetrachloride **MUST NOT** be used for cleaning.
- Water or steam should not be used to wash the area near electric motors or other electrical apparatus unless the power has been cut off.
- Corroded storage battery terminals should be cleaned with a mild solution of baking soda and water. Connections should be tightened and terminal areas greased with petroleum jelly or similar light grease.
- Turn off the power before cleaning control panels or safety switches.

**Enclosures of Electrical Apparatus**

- Doors and covers of electrical apparatus enclosures must be kept closed except while repairs are being made.
- When the enclosure or frame of any electrical apparatus is discovered to be charged, your supervisor must be notified immediately.
- Doors of outside enclosures containing electrical apparatus should be braced or tied open while the apparatus is being repaired or adjusted.
- The flange area of explosion-proof electrical enclosures should not be painted or sealed in any way that prevents the release of pressure or gases.

**Power Tools**

- Power tools may be powered by electricity, compressed air, hydraulic pressure, gasoline, etc. When improperly maintained, or used in an unsafe manner, they may cause severe personal injury and/or property damage.

**Title: 6.9 Electrical Equipment**

- Personnel using power tools shall receive instruction in the proper use and shall be capable of inspecting the tool to ensure that it is safe operating condition prior to using the tool. The employee shall also be aware of the limitations and potential hazards of each tool.
- Before repairing, servicing or changing components on any power tool, the power source MUST be disconnected.
- When there is danger of explosion or fire, air-operated tools MUST be used. Electrical tools MUST NOT be used on tanks, lines or stills until the tanks, lines and surrounding area are free of combustible gas. Combustible gas MUST NOT be used to operate air-operated tools. Persons using air-operated tools MUST ensure that the source of air supply cannot exceed the working pressure of the tool.
- The frames of portable electric tools and equipment, except Underwriters Laboratories (UL) approved double insulated tools, MUST be grounded either through a third wire in the cable containing the circuit conductors or through a separate wire grounded at the source of the current. Outlets supplying power to portable electric tools either outside or in wet locations MUST have approved ground-fault circuit protection or other means of grounding the circuit and have a protective cover.
- Hand-held power tools MUST be equipped with a switch that is manually held in the "On" position (dead-man switch). All drill presses should be equipped with a dead-man switch.
- All electric power tools, including double insulated power tools, shall be equipped with a three prong grounding plug.
- All power tools must have the proper safeguards attached.
- Any adjusting tools (keys, wrenches, etc.) should be removed before starting.
- Ensure that wires, hoses, etc., used to power the tool are out of the way and do not become a trip hazard or become tangled in the tool.
- Electric power tools and equipment showing worn, deteriorated or inadequate insulation MUST be removed from service until repaired.

**Title: 6.9 Electrical Equipment**

- Defective power tools, or tools that develop defects during use shall be immediately removed from service until proper repair, or replacement has been made.
- When appropriate, employees should refer to the client's non-welding Hot Work plan when using electric power tools.

**Woodworking Safety**

- Eye and face protection shall be worn when using any power saw, sander, router, etc.
- All power tool guards shall be used properly and not removed.
- When power sanding, dust masks shall be worn.

**Miscellaneous**

- Rags or other potentially flammable items **MUST NOT** be placed near engine exhausts or other hot surfaces for drying.
- An air hose should not be used to blow particles off clothing, hair or skin. If air pressure is being used to clean an area, the user **MUST** wear protective goggles and the air hose **MUST** be equipped with a pressure regulator to reduce the air pressure to less than 30 psig.

**Yard Vehicles and Equipment Usage**

- At no time shall an employee operate a yard vehicle without first being instructed by his or her supervisor to do so.
- Operate yard vehicles in a safe and courteous manner.
- Do not operate any yard vehicle when the vehicle is not operating properly.
- It is the responsibility of the vehicle's operator to ensure that all materials being transported shall be properly loaded and secured to prevent accidental shifting or falling.
- Personnel may ride in yard vehicles only if an appropriate seat is provided.
- Operators of yard vehicles shall obey the posted yard speed limit of 5 mph at all times.



**Title: 6.9 Electrical Equipment**

- Equipment such as crawler cranes, man-lifts, and forklifts shall be operated by qualified operators only.
- Any equipment handling a load or any equipment or vehicle restricted in maneuverability has the right of way over all other traffic.





**Title: 6.10 Equipment Grounding Conductor Program**

**Purpose**

This written plan is intended to establish and implement specific procedures for equipment grounding conductor program covering:

- All cord sets.
- Receptacles which are not a part of the building or structure.
- Equipment connected by cord and plug which are available for use or used by employees.

These requirements apply to all of PIONEER PRODUCTION SERVICES, INC job sites. They will also be made available at all job sites for copying and any affected employee.

The purpose of this program is to:

- Demonstrate PIONEER PRODUCTION SERVICES, INC compliance with OSHA electrical safety requirements necessary for the practical safeguarding of employees involved in construction work, found in Subpart K of 29 CFR 1926; 404
- Establish specific written procedures to protect the health and safety of all employees.

If any questions about this program may be directed to the PIONEER PRODUCTION SERVICES, INC HSE Director.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**Equipment Grounding Conductor Inspection**

Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, are visually inspected by tool-room foreman before being sent out on a job for:

- External defects, such as deformed or missing pins or insulation damage.

**Title: 6.10 Equipment Grounding Conductor Program**

- Indications of possible internal damage.

Equipment found damaged or defective is not to be used until repaired, and is to be removed from service immediately by the person finding it and handed over to the tool room for inspection and/or destruction

**Equipment Grounding Conductor Testing**

The following tests are performed on all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and cord- and plug-connected equipment required to be grounded:

- All equipment-grounding conductors are tested for continuity with meters or in-line connections and are electrically continuous.
- Each receptacle and attachment cap or plug is tested by meters for correct attachment of the equipment-grounding conductor. The equipment-grounding conductor is connected to its proper terminal.

All required tests are performed:

- Before first use.
- Before equipment is returned to service following any repairs.
- Before equipment is used after any incident which can be reasonably suspected to have caused damage (for example, when a cord set is run over).
- At intervals not to exceed 3 months, except that cord sets and receptacles which are fixed and not exposed to damage will be tested at intervals not exceeding 6 months.
- ALLPORT SERVICES, LLC does not provide or permit employees to use any equipment, which has not met the requirements of this program.

**Recordkeeping**



**Title: 6.10 Equipment Grounding Conductor Program**

Tests performed as required in this program are recorded. The test records:

- Identify each receptacle, cord set, and cord- and plug-connected equipment that passed the test.
- Indicate the last date it was tested or the interval for which it was tested.

HS&E Department is responsible for maintaining these records. This record is kept by means of filing system and is maintained until replaced by a more current record. The record is made available on the job site for inspection by OSHA and any affected employee.

## Scope

All PIONNER PRODUCTION SERVICES, INC personnel.

## General Requirements

The first line of defense in a fire prevention program is a well-trained crew. It is the supervisor's responsibility to see that their crew is properly trained in all areas of fire safety. This can be done as part of weekly safety meetings and fire drills. Each employee should be familiar with the types of fires and the proper firefighting equipment for use with each type. They should also know the operation and location of all firefighting equipment on the facility.

## Fire Prevention

- All fires on PIONNER PRODUCTION SERVICES, INC property shall be reported.
- The prevention of fires is of utmost importance. Good housekeeping and maintenance must be followed to keep fire hazards at a minimum.
- A fire watch will be present with a CO<sub>2</sub> or ABC-type of dry chemical fire extinguisher during welding and cutting operations. They will wear approved safety eyewear, and will remain in the area after completion of the work there is no fire danger.
- Oil, diesel fuel, or petro-chemicals that can ignite will be prevented from collecting.
- Explosion-proof covers will not be removed from energized electrical equipment in a potentially explosive area.
- Matches and cigarette lighters should not be carried into any area where an explosive atmosphere may be present. No matches other than safety matches and no single-action cigarette lighters should be carried into any operating area.
- Smoking will be confined to areas specifically designated by management.
- Cans of oil, kerosene, oily rags, waste, etc. will not be allowed near stoves, furnaces, or gas fires.

**Title: 6.11 Fire Prevention Control**

- Oily waste or oil-soaked clothing must not be left lying around. Spontaneous combustion may result and cause a fire. To prevent such fires, covered metal containers for disposal of oily rags, waste, and other flammable rubbish must be provided. These must be emptied often enough to keep premises in a safe, sanitary condition.
- All buildings in which gas or gasoline is being handled will be well ventilated at all times.
- Before an open flame, such as a welding torch, is carried into a closed building or tank, a test must be made to detect the presence of gas, using an approved type of combustible gas indicator.
- Explosives will not be permitted on PIONNER PRODUCTION SERVICES, INC facilities except under specially controlled conditions.
- Do not overload electrical circuits.
- When flammable liquids, such as MEK, benzene and gasoline, are drawn into open metal containers, the open container must be grounded by means of either threaded connections or a bonding wire to the vessel or piping, in order to prevent any possible ignition source from generation of static electricity.
- The use of gasoline as a cleaning agent on PIONNER PRODUCTION SERVICES, INC property is strictly forbidden. An electrician should be contacted for a recommended cleaning agent for electrical equipment.
- Be sure all storage tanks are located so they will not add to a fire. All tanks will be labeled as to contents.
- Since paint and insect sprays and most paint removers are usually flammable, their use near open flames or other sources of ignition must be avoided. Read the labels on the containers.

**Title: 6.11 Fire Prevention Control**

- A competent inspector will perform inspection and maintenance of all fire equipment. Records of inspection and maintenance must be maintained. The following general guidelines will be observed:
  - Portable fire extinguishers shall be inspected at least monthly. At regular intervals, not more than one year apart, extinguishers shall be thoroughly examined and/or recharged or repaired to insure operability and safety, or replaced as needed. Each extinguisher shall have a durable tag securely attached to show the maintenance or recharge date and the initial or signature of the person or company performing the service. Weekly visual checks should be made to insure serviceability of equipment.
  - Hydrostatic tests of 75% of factory test pressures shall be conducted if portable extinguisher shows evidence of corrosion or mechanical injury. Extinguishers must be hydrostatically tested at intervals not exceeding the following: Carbon dioxide extinguishers-5 years; dry chemical units with stainless steel, aluminum or soldered brass shells-5 years; dry chemical units with brazed-brass or mild-steel shells-12 years.
  - Due diligence must be used in keeping sprinkler systems in good operating condition.
  - At least annually, all carbon dioxide or Halon systems shall be thoroughly inspected and tested for proper operation. At least semi-annually, all high-pressure cylinders shall be weighed to insure a loss in content not exceeding 10%.
  - At least annually, all dry chemical systems including alarms, shutdowns and other associated equipment shall be thoroughly inspected and checked. At least semi-annually, all expellant gas containers shall be checked by pressure or weight against the required minimums. Except for stored pressure systems, the dry chemical in the system storage container shall be sampled at least annually.

**Title: 6.11 Fire Prevention Control**

- Training in the use and care of available firefighting equipment will be conducted prior to initial assignment, and annually after.
- Training will familiarize the employees with the hazards involved with incipient stage fire fighting, and general fire extinguisher use.
- The Supervisor will ensure that his facility has emergency plans displayed in prominent locations and see that all employees familiarize themselves with their emergency duties and assignments.
- Firefighting equipment is for fire use only, and shall be kept in its designated place at all times when not in use.
- All fire protection equipment must be located in designated areas that are clearly identified with appropriate markings. This equipment should be located in the vicinity of likely fire hazards, but it must be accessible to operating personnel. The number, type, and location of extinguishers must meet the latest applicable standards.
- Fire extinguishers partially used shall be discharged of pressure, recharged or replaced immediately.
- All fire Extinguisher hose nozzles should be kept free of obstruction at all times.
- All employees should be instructed in the proper use of available firefighting equipment. Those working at places where special precautions against fire must be taken are required to be so instructed.
- No repairs shall be made to the outer shells of fire extinguishers that depend on pressure of chemicals for operation.
- All fire hoses and hose reels should be hydrostatically tested to and one-half times the available working pressure at least every 12 months, or more frequently if circumstances so indicate.
- Firewater systems should have a primary and secondary power source for operating pressure-maintenance facilities. They should be remotely located from potential fire

hazard areas. These facilities should be started and operated weekly and all personnel should be familiar with starting and operating procedures.

- Automatic fire protection systems using foam, CO<sub>2</sub>, Halon, Freon, or other fire extinguishing chemicals should be inspected semi-annually to assure proper operation of sensing and automatic trip devices such as thermal detectors and gas monitors. Personnel assigned to locations where automatic extinguishing systems are employed should be instructed to vacate enclosed buildings in the event of extinguisher discharge to prevent excessive inhalation of the chemical.
- Adapters should be available to connect city fire equipment to existing equipment where practical.
- An empty or defective fire extinguisher should never be re-hung until it has been serviced or repaired. It is necessary that extinguishers operate at top efficiency the instant they are used. Fire extinguishers should be kept filled. Manufacturers' instructions for refilling and maintaining extinguishers must be followed.
- The burning of waste oil, grass, brush, rubbish, and other combustible materials is prohibited without supervisory authorization. Extreme care should be used to prevent accidentally starting a fire when working in dry woods, brush, marshes, and prairies.

### **Classification of Fires**

In order to express the relative fire extinguishing potential of portable fire extinguishers, the following classification plan has been established.

Fires can be divided into four basic types:

- Class 'A' fires involving ordinary combustible materials (such as wood, cloth, paper, rubber, and many plastics) requiring the heat-absorbing (cooling) effects of water, water solutions, or the coating effects of certain dry chemicals which retard combustion.



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- Class 'B' fires involving flammable or combustible liquids, flammable gases, greases, and similar materials where extinguishment is most readily secured by excluding air (oxygen), inhibiting the release of combustible vapors, or interrupting the combustion chain reaction.
- Class 'C' fires involving energized electrical equipment where safety to the operator requires the use of electrically non-conductive extinguishing agent. (Note: when electrical equipment is de-energized, the use of class A or B extinguishers may be indicated)
- Class 'D' fires involving certain combustible metals such as magnesium, titanium, zirconium, lithium, potassium, sodium, etc., requiring a heat-absorbing extinguishing medium not reactive with the burning metals.

**Rating of Fire Extinguishers**

Based upon the preceding classification of fires and also upon fire extinguishment potentials as determined by physical testing of fire extinguishers by Underwriters' Laboratories, Inc., ratings have been established for portable fire extinguishers.

These ratings consist of a NUMERAL, A LETTER or combinations thereof. They appear on the labels affixed to the extinguishers listed by Underwriters' Laboratories. These NUMERALS and LETTERS signify the following:

- In the case of Extinguishers suitable for use on Class A fires, the NUMERAL is indicative of the approximate relative fire extinguishing potential of various sizes of the different suitable extinguishers available, e.g., a 4-A extinguisher can be expected to extinguish approximately twice much fire as a 2-A EXTINGUISHER.
- In the case of extinguishers suitable for use on Class B fires, the NUMERAL is also indicative of the approximate relative fire extinguishing potential of various sizes of the different suitable extinguishers available, and in addition, the NUMERAL is an

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approximate indication of the square foot area of deep layer flammable liquid fire which an average operator can extinguish, e.g., a 10-B unit van be expected to extinguish 10 square feet of deep layer flammable liquid fire when used by an average operator.

- In the case of extinguishers suitable for use on Class C fires, no NUMERAL is used since Class C fires are essentially either Class A or B fires involving energized electrical wiring and equipment. The size of the different suitable extinguishers installed should commensurate with the size and extent of the area involving the electrical hazard or containing equipment being protected.
- The LETTERS refer to the classes of fire on which the use of the particular extinguisher is most effective for fire extinguishment.

Examples:

A foam extinguisher rated 2-A, 5-B. This extinguisher should extinguish approximately twice as much Class A fire as a 1-A extinguisher, and five times as much Class B fire as a 1-B extinguisher. Also, the extinguisher should extinguish a fire in a deep layer of flammable liquid, such as a dip tank having a surface area of 5 square feet, when used by an average operator.

A dry chemical extinguisher rated 10-B, C. This extinguisher should extinguish approximately ten times as much Class B fire as a 1-B unit and should successfully extinguish a deep layer, flammable liquid fire of 10 square feet area when used by an average operator. It also is safe to use on fires involving energized electrical equipment.

A multi-purpose extinguisher rated 4-A, 20-B, C. This extinguisher should extinguish approximately four times as much Class A fire as a 1-A extinguisher, 20 times as much Class B fire as a 1-B extinguisher and a deep layer flammable liquid fire of 20 square feet when used by an average operator, and it is also safe to use on fires involving energized electrical equipment.

Source: NFPA-10 Standard for Installation of Portable Fire Extinguishers

**PROPERTIES OF FLAMMABLE LIQUIDS AND GASES**

	Flash Point <u>Deg. F</u>	Ignition Temp. <u>Deg. F</u>	*Flammable Limits % by volume in air		Boiling Point <u>Deg. F</u>
			<u>Lower</u>	<u>Upper</u>	
<i>Acetylene</i>	gas	581	2.5	81.0	-118
<i>Ammonia (anhydrous)</i>	gas	1204	16.0	25.0	28
<i>Benzene (benzol)</i>	12	1040	1.3	7.1	176
<i>Benzine (pet. ether)</i>	0	550	1.1	5.9	95 - 140
<i>Butane</i>	gas	761	1.9	8.5	31
<i>Carbon Disulfide</i>	-22	194	1.3	50.0	115
<i>Carbon Monoxide</i>	gas	1128	12.5	74.0	-314
<i>Ethyl (grain) Alcohol</i>	55	689	3.3	19.0	173
<i>Ethylene Glycol</i>	232	752	3.2		387
<i>Gasoline (100 octane)</i>	-36	853	1.4	7.4	varies
<i>Hydrogen</i>	gas	752	4.0	75.0	-422
<i>Kerosene</i>	100	410	.07	5.0	304 - 574
<i>Methane</i>	gas	1004	5.0	15.0	-259
<i>Methyl (wood) Alcohol</i>	52	725	6.7	36.0	147
<i>Natural gas</i>	gas	900 - 1170	3.8 - 6.5	13.0 - 17.0	
<i>Petroleum Crude</i>	20-90	←———— varies widely —————→			
<i>Propane</i>	gas	842	2.2	9.5	-44
<i>Toluene (toluol)</i>	40	896	1.2	7.1	231
<i>Turpentine</i>	95	488	0.8		300
<i>Varsol (#1)</i>	108	560	1.1	6.0	320 - 390
<i>Vinyl Acetate</i>	18	800	2.6	13.4	161

\* Based upon normal atmospheric conditions. The general effect of increase of temperature or pressure is to lower the limit and raise the upper limit. Decrease of temperature or pressure has the opposite effect.

The “flash point” of the liquid is the temperature at which it gives off vapor sufficient to form an ignitable mixture with the air near the surface of the liquid or within the vessel used.



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The “Ignition Temperature” of a substance, whether solid, liquid, or gaseous, is the minimum temperature required to initiate or cause self-sustained combustion independently of the heating or heated element.

The “Boiling Point” of a liquid is the temperature of the liquid at which its vapor pressure equals the atmospheric pressure.

Source: NFPA-325-M 1969 Fire Hazard Properties, etc.

## Scope

All PIONEER PRODUCTION SERVICES, INC personnel.

These procedures shall be used to ensure that any area/equipment has been isolated from all potentially hazardous energy prior to personnel performing any service or maintenance activities where the unexpected energizing, start up or release of stored energy could cause injury to personnel. Any isolation of energy systems; mechanical, electrical, process, hydraulic and others, cannot proceed unless:

- The method of isolation and discharge of stored energy are agreed and executed by a competent person(s)
- Any stored energy is discharged
- A system of locks and tags is utilized at isolation points
- A test is conducted to ensure the isolation is effective.
- Isolation Lockout/ Tagout procedures effectiveness is periodically monitored by an outside party. A certified review of the inspection including date, equipment, employees & the inspector should be documented.

## Type of Isolating Devices

Devices shall be substantial enough to prevent accidental removal with a minimum unlocking strength of 50 pounds or greater. Devices shall be a non-reusable type, attachable by hand, self locking and designed for the environmental conditions used in such as wet, corrosive etc. They shall have the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie. The lockout/tagout devices shall be standardized by using the following criteria color, shape or size also format and print on a tagout device. A tagout device shall include a legend such as Do Not Start, Do Not Open, Do Not Close, Do Not Energize or Do Not Operate. The device shall identify the name of the individual placing the tag.

### **Responsibility**

Appropriate employees shall receive instruction in the use of the Lockout/Tagout procedure. All employees will receive instruction in understanding the importance of maintaining the integrity of the Lockout/Tagout procedure. Violation of this procedure may result in disciplinary action up to and including termination. Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type & magnitude of the energy, the hazards of the energy to be controlled, & the methods or means to control the energy. Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employee shall verify that isolation & deenergization of the machine or equipment have been accomplished.

### **Stored Energy and Reaccumulation**

Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained & otherwise rendered safe. If there is a possibility of reaccumulation of stored energy level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

### **Preparation for Lockout/Tagout**

- Make a survey to locate and identify all isolating devices to be certain which switches, valves or other energy isolating devices apply to the equipment to be locked or tagged out.
- More than one energy source (electrical, mechanical or others) may be involved.
- All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.
- Do not attempt to operate any switch, valve or other energy-isolating device when it is locked or tagged out.

### **Group Lockout/Tagout**

- This method shall be utilized when more than one employee is required to complete servicing or maintenance on a piece of equipment.
- This method shall also meet the level of protection equivalent to or greater than a personal lockout/tagout device would support.
- One authorized employee for each group of workers shall be assigned to place a means of isolation to the lockout/tagout device of which meets the guidelines stated in the section “Type of Isolating Devices”.
- The authorized employee for each group shall also be responsible for communicating with all other persons required to complete the task on a piece of equipment and have all initial and sign the section on the permit designated for such activity.
- A group lockbox or comparable mechanism shall be utilized to achieve the above statements.

### **Transfer or Shift Change**

- These steps shall be utilized in the event of a personnel change when required.
- The authorized employee for the group shall meet with the oncoming authorized employee and review the specific job steps written, number of personnel working on machine/equipment, how many locking devices have been installed, estimated time of completion and all signatures have been obtained on permit and any other documentation required to safely completed task.
- A brief pre-job meeting should be held to ensure the above items have been achieved and this would also provide the opportunity for employees to review and make any changes needed to the JESA if required.

**Title: 6.12 Lockout / Tag Out Procedures**

- All other direction provided in this procedure still applies when the group method or a transfer or shift change occurs.

**Lockout/Tagout Sequence**

- Notify all affected employees that the Lockout/Tagout Procedure is being utilized and the reason for its use.
- The authorized Permit Holder shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards involved.
- Do not attempt to operate or remove any switch, valve, or other isolating device where it is locked or tagged out. (The authorized/competent person that installed the tags or lockout devices must remove or be notified before removal)
- If the machine or equipment is operating, it shall be shut down by the normal stopping procedure (depress stop button, open toggle switch, etc.).
- Operate the switch, valve, or other energy-isolating device so that the equipment is isolated from its energy source. Stored energy (such as that in springs, elevated machine members, air, gas, steam, or water pressure, etc.,) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- Lockout and/or Tagout the energy isolating devices with proper locks or tags designed for the purpose. Use additional safety measures as necessary.
- After ensuring that no personnel are exposed, and as a check to ensure that all energy sources have been disconnected, operate the push button or other normal operating controls to make certain that the equipment will not operate.

**Caution:** Return operation control(s) to the neutral or off position after the test.

- When the LO/TO devices must be removed temporarily this sequence must be followed:
  1. Clear away tools from immediate work area
  2. Employees not involved with the removal of the devices must be removed from the area



**Title: 6.12 Lockout / Tag Out Procedures**

3. Remove the device
  4. Proceed with testing
  5. De-energize the device and re apply control measures
- This procedure should be documented.
  - A LO/TO verification shall be conducted annually to ensure that policies and procedures are being followed.

**Restoration of Machines or Equipment to Normal Operation**

- After servicing and/or maintenance are complete and equipment is ready for normal operation, check the area to ensure that no one is exposed.
- Notify all affected employees that the Lockout/Tagout Procedure is being removed and returned to normal operation by authorized/competent person.
- After all tools have been removed from equipment or machine, guards have been re-installed and employees are in the clear, authorized/competent person who initiated isolation devices shall remove all Lockout/Tagout devices.
- Operate the energy isolating devices to restore energy to the machine or equipment.

**Training**

- Training will be provided to ensure that the purpose and function of the LO/TO program are understood by employees. It is important that they acquire the knowledge and skills required for the safe application, usage, and removal of the energy controls.
- Before work begins, authorized employees shall receive training in the recognition of applicable hazardous energy sources, the type of magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control. Each effected employee shall be instructed in the purpose and use of the LO/TO. Any other employee whose work operations are or may be in an area where a LO/TO is being utilized,



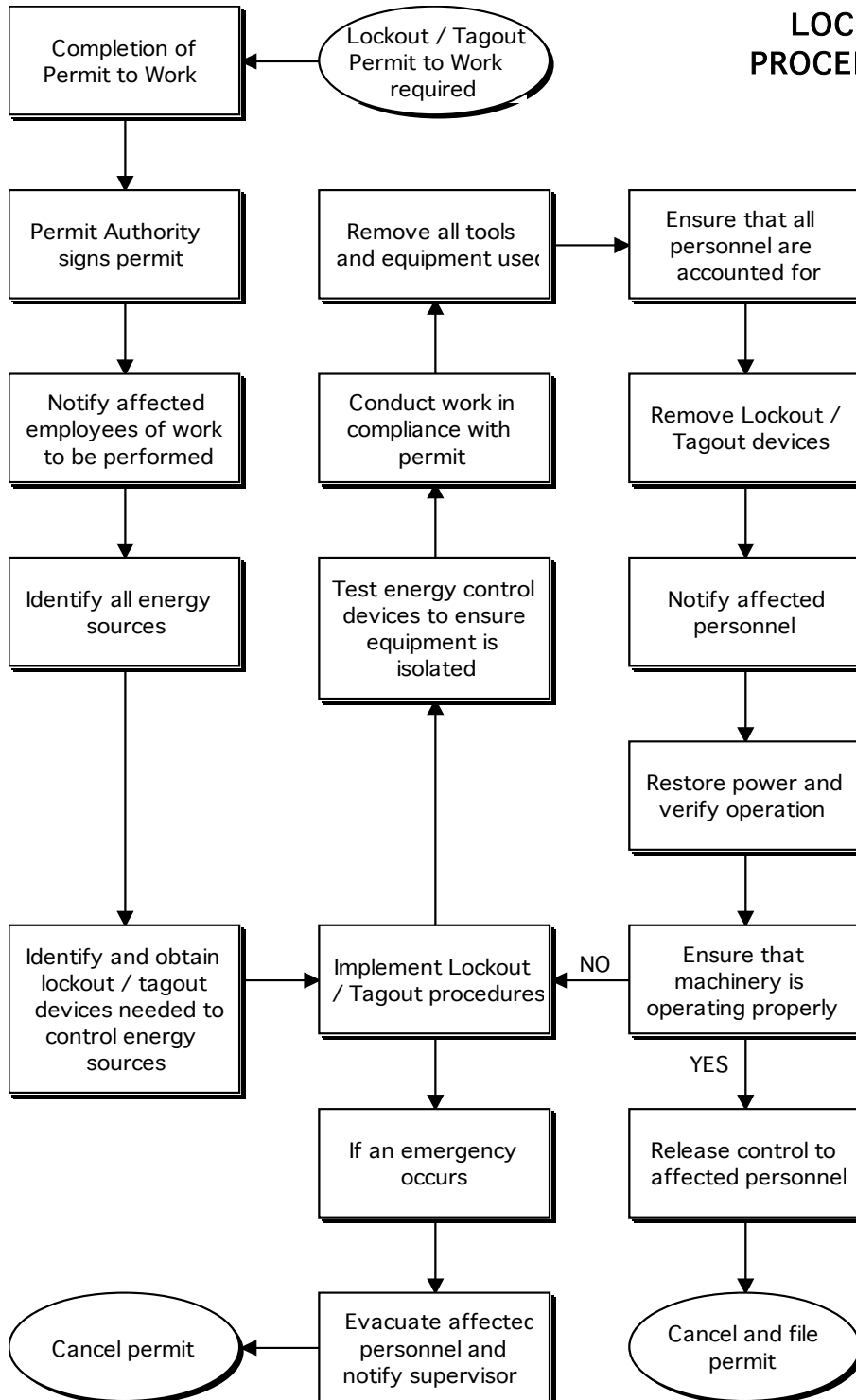
**Title: 6.12 Lockout / Tag Out Procedures**

shall be notified of the procedure. The training will address when tagout systems are used including the limitations of a tag (tags do NOT provide physical restraint). Tags are NOT to be removed without authorization. The tag s never to be ignored or defeated in any way.

- Annual training will be conducted with all employees. Retraining is required when there is a change in job assignments, in machines, a change in energy control procedures, or a new hazard is introduced. Training shall be documented and filed with the training files in the corporate office.

**Title: 6.12 Lockout / Tag Out Procedures**

**LOCKOUT / TAGOUT  
PROCEDURE FLOW CHART**





**Purpose**

PIONEER PRODUCTION SERVICES, INC is dedicated to the protection of its employees from on-the-job injuries and illnesses. However, when injuries or illnesses do occur, we are prepared to immediately respond to the needs of the injured or ill.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**General**

This written First Aid Guideline is intended to ensure that PIONEER PRODUCTION SERVICES, INC meets the requirements of 29CFR 1926.50, Medical attention and first Aid.

**Responsibility**

The PIONEER PRODUCTION SERVICES, INC HS&E Manager is responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The HS&E Manager is the person authorized to amend these instructions and is authorized to halt any operation in the company where there is danger of serious personal injury. Copies of this written program may be obtained from PIONEER PRODUCTION SERVICES, INC HS&E Department. If after reading this program, you find that improvements can be made, please contact PIONEER PRODUCTION SERVICES, INC HS&E. We encourage all suggestions because we are committed to the success of this written program.

**First Aid Personnel**

In the absence of an infirmary, clinic, hospital, or physician, That is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first-aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary

evidence shall be available at the worksite to render first aid. Provisions shall be made prior to commencement of the project for prompt medical attention in case of serious injury.

### **First Aid Supplies and Equipment**

It is important that our first aid supplies and equipment meet the specific needs of our workplace. HS&E Manager, will ensure that adequate first aid supplies are readily available.

The contents of the first aid kit shall be placed in a weatherproof container with individual sealed packages for each type of item, and shall be checked by PIONEER PRODUCTION SERVICES, INC before being sent out on each job and at least weekly on each job to ensure that expended items are replaced.

Minimum Requirements: As per ANSI Standard Z308.1-1998 first aid kits shall consist of the following:

- 1 – Absorbent Compress, 32 sq. inch (No side smaller than 4 inch)
- 16 – Adhesive bandages, 1 x 3 inch
- 1 – Adhesive tape, 5 yd.
- 10 – Antiseptic, .5g application
- 6 – Burn Treatment, .5g application
- 2 pr. Medical exam gloves
- 4 – Sterile pad, 3 x 3 inches
- 1 – Triangular bandage, 40 x 40 x 56 inches

### **Deluge showers**

Learn where deluge showers are located in your facility/department suitable station for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.



**Title: 6.13 First Aid Procedures**

**Transportation**

PIONEER PRODUCTION SERVICES, INC shall provide proper equipment for prompt transportation of the injured person to a physician or hospital or a communication system for contacting necessary services shall be provided.

**Emergency Response**

Training and fast reaction time is paramount. Every second you delay is critical to whether the injured party is properly treated.

In areas with no 911 response, all emergency phone numbers will be provided at the job site.

**In-house notification**

Immediately notify your PIONEER PRODUCTION SERVICES, INC Supervisor if an employee is injured on the job he shall in return contact our HS&E Department in following our Accident/Injury Flowchart, which can be found in our Incident Reporting and Investigating Policy and Procedure located in the Logs and Forms section. It is PIONEER PRODUCTION SERVICES, INC responsibility to have the necessary telephone numbers conspicuously posted in areas where 911 is not available. This shall consist of physicians, hospitals, or ambulances. (PIONEER PRODUCTION SERVICES, INC Accident/Injury Flowchart is available from the HS&E Department.)

### **Fatigue Awareness and Training**

Fatigue management training will be provided through PIONEER PRODUCTION SERVICES, INC's training matrix to all supervisors and employees annually.

#### **Identifying signs of fatigue**

All employees are responsible to present for work fit for duty. Any employee, who believes they are unfit for work due to fatigue, either caused by their existing work roster or from difficulty managing their activities or lifestyle, including the recent need for medications, should self-identify. Employees who do self-identify are to take sick leave for that shift. If the need to self-identify occurs frequently (e.g. two or more times in a month), the employee must discuss their difficulties with their manager/supervisor to identify any potential roster problems, the possible need to seek professional advice on contributory medical problems or on the management of their social life, family responsibilities and relationships. Supervisors shall identify signs of fatigue from employees who do not self-identify. *The following is a list of signs in which to identify fatigue:*

- Verbal comments about feeling tired and fatigued increased.
- Complaints about physical ailments.
- Employees becoming irritable.
- Disagreements among employees become more acrimonious and occurring more often?
- Employees complaining about lack of adequate sleep and rest.
- Employees appear more tired than usual. (Are they Pale? Do they have dark circles under their eyes?)
- Employees unable to complete their assignments in a timely, efficient manner.
- Work-related injuries increased.
- Sick days increased.

**Title: 6.14 Fatigue Management**

- Increases in near misses and Stop Work Authority.
- Employees expressing concern about their interpersonal relationships.
- Chronic use of over-the-counter or prescription drugs and energy drinks used to increase mental alertness.

**Roster Scheduling**

All jobs will have a set work hour rotation designated by the customer and PIONEER PRODUCTION SERVICES, INC's to allow for sufficient rest to prevent fatigue issues. The Personnel Manager shall maintain job rotation schedules to control fatigue, allow for sufficient sleep, and increase mental fitness.

**Ergonomics**

PIONEER PRODUCTION SERVICES, INC's provides tools/equipment to reduce fatigue such as lift assisted devices for repetitive lifting, break rooms, chairs and other devices which help to reduce fatigue. Breaks are taken at 9:00 AM and 3:00PM daily on 12 hour workdays. Periodic breaks are taken as needed for activities which involve long periods of awkward motions or positioning (welding, grinding, shoveling, etc.). Supervisors and HSE will periodically evaluate activities and work to develop methods to help reduce fatigue.



## **Slips, Trips, and Fall Awareness**

### **Purpose**

- Understanding how fall accidents happen,
- Identifying the trouble areas, and
- Eliminating or minimizing hazards of falling.

### **How do falls happen?**

Statistics show that the majority (60 percent) of falls happen on the same level resulting from slips and trips. The remaining 40 percent are falls from a height. This document will summarize information on "falls on the same level" (slips and trips).

### **Slips**

Slips happen where there is too little friction or traction between the footwear and the walking surface. Common causes of slips are:

- wet or oily surfaces,
- occasional spills,
- weather hazards,
- loose, unanchored rugs or mats, and
- flooring or other walking surfaces that do not have same degree of traction in all areas.

### **Trips**

Trips happen when your foot collides (strikes, hits) with an object causing you to lose balance and, eventually fall. Common causes of tripping are:

**Title: 6.15 Slips, Trips and Falls**

- obstructed view,
- poor lighting,
- clutter in your way,
- wrinkled carpeting,
- uncovered cables,
- bottom drawers not being closed, and
- uneven (steps, thresholds) walking surfaces.

**Ascending & Descending**

A best practice to use while ascending or descending is the use of Three Points of Contact at all times.

- Use three points of contact (two hands, one foot or two feet, one hand) at all times while ascending & descending ladders, stepladders, walkway, stairways, etc.

**How to prevent falls due to slips and trips?**

Both slips and trips result from some a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. This shows that good housekeeping, quality of walking surfaces (flooring), selection of proper footwear, and appropriate pace of walking are critical for preventing fall accidents.

**Housekeeping**

Good housekeeping is the first and the most important (fundamental) level of preventing falls, due to slips and trips. It includes:

- cleaning all spills immediately,
- marking spills and wet areas,

**Title: 6.15 Slips, Trips and Falls**

- mopping or sweeping debris from floors,
- removing obstacles from walkways and always keeping them free of clutter,
- securing (tacking, taping, etc.) mats, rugs and carpets that do not lay flat,
- always closing file cabinet or storage drawers,
- covering cables that cross walkways,
- keeping working areas and walkways well lit,
- replacing used light bulbs and faulty switches.

Without good housekeeping practices, any other preventive measures such as installation of sophisticated flooring, specialty footwear or training on techniques of walking and safe falling will never be fully effective.

### **Flooring**

Changing or modifying walking surfaces is the next level of preventing slip and trips. Recoating or replacing floors, installing mats, pressure-sensitive abrasive strips or abrasive-filled paint-on coating, and metal or synthetic decking can further improve safety and reduce risk of falling. However, it is critical to remember that high-tech flooring requires good housekeeping as much as any other flooring. In addition, resilient, non-slippery flooring prevents or reduces foot fatigue, and contributes to slip prevention measures.

### **Footwear**

In workplaces where floors may be oily or wet or where workers spend considerable time outdoors, prevention of fall accidents should focus on selecting proper footwear. Since there is no footwear with anti-slip properties for every condition, consultation with manufacturers' is highly recommended.

Properly fitting footwear increases comfort and prevents fatigue which, in turn, improves safety for the employee.

### **What can you do to avoid falling at work?**

It is important remembering that safety is everybody business. However, it is employers' responsibility to provide safe work environment for all employees. Employees can improve their own safety too.

### **You can reduce the risk of slipping on wet flooring by:**

- taking your time and paying attention to where you are going,
- adjusting your stride to a pace that is suitable for the walking surface and the tasks you are doing,
- walking with the feet pointed slightly outward, and
- making wide turns at corners

### **You can reduce the risk of tripping by:**

- When walkways and steps are provided, they must be used. Do not take shortcuts, and never run on walkways or stairs.
- When carrying tools or materials, always keep one hand free to use the handrails on stairways.
- Keep stairways well illuminated.
- Keep railings tight and sturdy. Smooth any areas that start to splinter.
- All steps, walkways, and stairs must be kept free of obstructions and slippery materials such as oil and grease.
- Tools, equipment, and materials must not be left on walkways.
- Use the handrails when walking up or down stairways or steps.



**Title: 6.15 Slips, Trips and Falls**

- Secure hoses and electrical cords to the floor or ground whenever they are laid across walkways.
- During winter, be extra careful of icy walkways. Keep hands free and out of pockets while traversing them.
- Broken or unserviceable stairways and walkways shall not be used. They shall be well marked and made serviceable as soon as possible following detection. Loose boards or carpeting shall be repaired immediately.
- Anytime railing is not provided, employees must have supplemental protection against falling or must wear fall protection.
- Nonskid surface material shall be applied and maintained on any surface that is likely to be continuously or frequently slippery.

## 1. Purpose

1.1. The purpose of this policy is to ensure that PIONEER PRODUCTION SERVICES, INC is taking the proper steps to protect its employees from hazardous gas issues that may occur on the work site.

## 2. Training

2.1. Training shall be conducted annually through the 52 week training matrix, onsite/initial assignment training, and specific training for equipment being used.

2.2. Training shall be documented and kept on file in the HSE dept. as well as onsite.

2.3. Gas Hazard Awareness training should include at a minimum:

2.3.1. Locations of alarm stations

2.3.2. Gas Monitoring Equipment- Portable and Fixed Detection

2.3.3. Gas Alarms

2.3.4. Gas Hazards- Characteristics of gases, to include oxygen deficiency, oxygen or nitrogen enrichment, carbon monoxide and hydrogen sulfide at a minimum. Hazard training must also include any plant or department specific gases of concern. Training must include signs and symptoms of overexposure

2.3.5. Personnel Rescue Procedures

**2.3.6.** Use and care of Self-Contained Breathing Apparatus (SCBA)- includes donning and emergency procedures (if applicable).

**2.3.7.** Evacuation Procedures

**2.3.7.1.** Employees will be aware of the owners contingency plan provisions including evacuation routes and alarms. Employees should participate in emergency evacuation drills and practice rescue procedures.

**2.3.8.** Staging Areas – Primary and Secondary

**3. Detection**

3.1. Portable gas detectors shall be used in all high gas hazards areas, and areas that client host deems necessary.

3.2. All employees shall be properly and thoroughly trained in the use of the specific gas detector on their jobsite before its use.

3.3. All portable gas detectors shall be properly calibrated by certified personnel as per manufacturer specifications

3.3.1. Detectors shall be tagged with the date of calibration

3.3.2. Calibration paperwork shall also be with the equipment and shall contain at minimum:



**Title: 6.16 Gas Hazards**

3.3.2.1. Name/Signature of calibrator

3.3.2.2. Name of specific detector

3.3.2.3. Serial Number

3.3.2.4. Date of calibration

3.3.2.5. Cal. Gas results

3.4 Bump test are required to be completed at the beginning of each day the monitor is in use per the requesting owner client and manufacturer's guidelines to ensure the monitor is functioning correctly.



**A. PURPOSE**

The purpose of this program is to effectively eliminate or control Work-related Musculoskeletal Disorders (WMSD) and hazards by providing management leadership and employee involvement in the identification and resolution of hazards and by providing training, medical management and evaluation as an on-going process.

**Ergonomics:** is the science of fitting jobs to people. Ergonomics encompasses the body of knowledge about physical abilities and limitations as well as other human characteristics that are relevant to job design. Ergonomic design is the application of this body of knowledge to the design of the workplace (i.e., work tasks, equipment, and environment) for safe and efficient use by workers. Good ergonomic design makes the most efficient use of worker capabilities while ensuring that job demands do not exceed those capabilities.

**Ergonomics program** is a systematic process for anticipating, identifying, analyzing and controlling WMSD hazards.

- A **process** is the activities, procedures, and practices that you set up to control WMSD hazards.
- Systematic means these actions are ongoing and conducted on some routine basis that is appropriate to the workplace conditions.

**B. COVERED TASKS**

This program covers all jobs involved in manufacturing and material handling and other jobs where there is work related musculoskeletal disorder hazards.

### **C. PROGRAM GOALS**

1. The Primary permanent goals of this program are:
  - a. Reduction in injuries & illnesses
  - b. Reduction in absenteeism
  - c. Reduction in employee turnover
  - d. Increased productivity & quality
  
2. Short term goals may be established as a means of meeting the permanent goals

### **D. PROGRAM ELEMENTS**

- Management Leadership & Employee Participation
- Hazard Identification & Information
- Job Hazard Analysis &- Control
- Training
- Medical Management
- Program Evaluation
- Records

#### **1. Element 1: Management Leadership & Employee Involvement**

Policy: Employees are highly encouraged to bring their concerns to supervisors and management. Feedback from employees is an important means of identifying ergonomic hazards. When a WMSD is identified, the Safety Training &

Compliance Manager will provide a response and recommended action within 48 hours of receiving notification of the hazards or condition.

a. Management will:

- (1) Assign and communicate responsibilities for setting up and managing the ergonomics program so managers, supervisors and employees know what is expected of them and how they are held accountable for meeting those responsibilities. The assignment of specific responsibilities is published under a separate memorandum.
- (2) Provide those persons with the authority, resources, information and training necessary to meet their responsibilities.
- (3) Examine existing policies and practices to ensure they encourage reporting and do not discourage reporting.
- (4) Identify at least one person to:
  - (i) Receive and respond promptly to reports about signs and symptoms of WMSDs, WMSD hazards and recommendations
  - (ii) Take action, where required, to correct identified problems
- (5) Communicate regularly with employees about the program and their concerns about WMSDs. This shall be accomplished through safety and health committees, postings on employee bulletin boards and routine safety training meetings.

b. Employee Participation: Employees (and their designated representative) will be provided:

- (1) A way to report signs and symptoms of WMSDs and WMSD hazards, and to make recommendations about appropriate ways to control them. Reporting procedures include notification of Supervisor, ergonomic suggestion forms and medical management forms. Any one of these methods constitutes a means of reporting and will require action on the part of the Safety & Health Coordinator.
- (2) Prompt responses to their reports and recommendations. 48 hour response will be provided for reports of WMSDs and WMSD hazards.
- (3) Access to information about the ergonomics program. This program is available to all employees for review.
- (4) Ways to become involved in developing, implementing and evaluating:
  - (i) Job hazard analysis and control. This is accomplished by participation on safety & health committees, suggestions for supervisors & management, review and comment on existing job hazard analysis and other appropriate means of communication.
  - (ii) Training. Feedback from employees on the quality and usefulness of ergonomic training will be reviewed by the program administrator to be used for training modifications to improve effectiveness.
  - (iii) The effectiveness of the program and control measures. Safety & Health Committees are the primary means of employee involvement in this area. Additionally, all comments, recommendations and suggestions will be

forwarded to the Safety & Health Coordinator for action and response comment.

## 2. Element 2: Hazard Identification & Information

### a. Identification

Hazard identification is accomplished by:

- (1) Reports (written or verbal) WMSD of signs, symptoms hazards or control recommendations from employees and supervisors.
- (2) Review of existing safety & health records for WMSDs and WMSD hazards.
- (3) Routine facility safety & health inspections by Facility Managers

### b. Employee Information

For those current and new employees in manufacturing operations, manual handling operations, and other jobs with WMSDs, the following information will be provided:

- (1) How to recognize the signs and symptoms of WMSDs, and the importance of early reporting of signs and symptoms
- (2) Hazards that is reasonably likely to be causing or contributing to WMSDs
- (3) How to report signs and symptoms of WMSDs and WMSD hazards, and make recommendations

**Information Methods** include, but are not limited to, information sheets, videotapes, or classes. Information will be provided in a way that employees are able to understand. Employees will be given an opportunity

to ask questions, receive answers, and be provided information in the languages employees use and at levels they comprehend.

### **3. Element 3: Job Hazard Analysis & Control**

#### **a. Job Hazard Analysis**

The purpose of Job Hazard Analysis is to identify WMSD hazard elements to provide information for effective control measure. When WMSD hazards are identified, a JHA will be conducted and control measures implemented to eliminate or control the hazards to the extent feasible. NOTE: The purpose of job hazard analysis is to pinpoint the cause of the problem. If the cause is obvious, you may move directly to controlling the WMSD hazards without conducting all of the steps of the job hazard analysis.

(1) Make a list of (or a representative sample of):

- (i) Employees in the problem job; and
- (ii) Employees who perform the same physical work activities but in another job, this is called a similar job. If employees in a similar job are exposed to the same WMSD hazards as employees in the problem job, the similar job also is a problem job. You must expand your ergonomics program to include that job and those employees;

(2) Ask those employees:

- (i) Whether they are experiencing signs or symptoms of WMSDs;
- (ii) Whether they are having difficulties performing the physical work activities of the job, and

- (iii) Which physical work activities they associate with the problem;
- (3) Observe employees performing the job in order to identify job factors that need to be evaluated; and
- (4) Evaluate those job factors to determine which ones are reasonably likely to be causing or contributing to the problem.

b. Control Measures

Successful control measure include the following either separately or in combination. **NOTE:** Where solutions are obvious and the hazards may be eliminated quickly, implementation of controls is permitted without following all of the steps of the control process. Interim control measures may be implemented, if practical, until permanent control measures are in place.

The Control Measure Process involves:

- (1) Identification, evaluation and implementation of feasible control measures (interim and permanent) to control the WMSD hazards. This includes prioritizing the control of WMSD hazards, where necessary.
- (2) Tracking progress in controlling the WMSD hazards, particularly if prioritizing control of the hazards is necessary.
- (3) Communication of results of the job hazard analysis to other areas of the workplace (e.g., procurement, human resources, maintenance, design, and engineering) whose assistance may be needed to successfully control the WMSD hazard.
- (4) Identification of hazards when equipment is changed, redesigned or purchased and when change occurs in processes or facilities.

c. Control Methods

- (1) Engineering Controls, where feasible, are the preferred method for controlling WMSD hazards. Engineering controls are the physical changes to jobs that control exposure to WMSD hazards. Engineering controls act on the source of the hazard and control employee exposure to the hazard without relying on the employee to take self-protective action or intervention. Examples of engineering controls for WMSD hazards include changing, modifying or redesigning the following:
  - Workstations
  - Tools
  - Facilities
  - Equipment
  - Materials
  - Processes
- (2) Work Practice Controls are controls that reduce the likelihood of exposure to WMSD hazards through alteration of the manner in which a job or physical work activities are performed. Work practice controls also act on the source of the hazard. However, instead of physical changes to the workstation or equipment, the protection work practice controls provide is based upon the behavior of managers, supervisors and employees to follow proper work methods. Work practice controls include procedures for safe and proper work that are understood and followed by managers, supervisors and employees. Examples of work practice controls for WMSD hazards include:



- Safe and proper work techniques and procedures that are understood and followed by managers, supervisors and employees.
  - Conditioning period for new or reassigned employees.
  - Training in the recognition of WMSD hazards and work techniques that can reduce exposure or ease task demands and burdens.
- (3) Administrative Controls are procedures and methods, typically instituted by the employer, that significantly reduce daily exposure to WMSD hazards by altering the way in which work is performed. Examples of administrative controls for WMSD hazards include:
- Employee rotation
  - Job task enlargement
  - Adjustment of work pace (e.g., slower pace)
  - Redesign of work methods
  - Alternative tasks
  - Rest breaks
- (4) Personal Protective Equipment (PPE) may be used as an interim control, but will not be used as a permanent control where other controls are feasible. PPE used for this purpose will be provided at no cost to employees.
- d. Continuing Control Process
- After implementation of feasible permanent controls, the possibility exists that WMSD may continue or re-occur. In these cases the following steps will be taken.
- (1) Promptly check out employee reports of signs and symptoms of WMSDs to determine whether medical management is needed.

- (2) Promptly identify and analyze the WMSD hazards, and develop a plan for controlling them
- (3) Track progress in implementing the plan and measure success in eliminating or reducing WMSDs further; and
- (4) Continue to look for solutions for the problem job and implement feasible ones as soon as possible.

**4. Element 4: Training**

a. Training will be provided to

- (1) All employees in problem jobs, and all employees in similar jobs that have been identified as problem jobs;
- (2) Their supervisors; and
- (3) All persons involved in setting up and managing the ergonomics program

b. Training Topics

<b><u>FOR</u></b>	<b><u>Employees must understand</u></b>
<p>Employees in problem jobs, employees in similar jobs that are problem jobs, and their supervisors</p>	<ul style="list-style-type: none"> <li>• How to recognize WMSD signs and symptoms, and the importance of early reporting.</li> <li>• How to report WMSD signs, symptoms and hazards, and make recommendations.</li> <li>• WMSD hazards in their jobs and the general measures they must follow to control WMSD hazards.</li> <li>• Job-specific controls and work practices that have been implemented in their jobs.</li> <li>• The ergonomics program and their role in it.</li> <li>• The requirements of this standard</li> </ul>

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Persons involved in setting up and managing the ergonomics program	<ul style="list-style-type: none"> <li>• The ergonomics program and their role in it.</li> <li>• How to identify and analyze WMSD hazards.</li> <li>• How to identify, evaluate and implement measures to control WMSD hazards.</li> <li>• How to evaluate the effectiveness of ergonomics programs.</li> </ul>
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c. Training Frequency

<b><u>FOR</u></b>	<b><u>Training will be provided</u></b>
Employees in problem jobs, employees in similar jobs that are problem jobs, and their supervisors	<ul style="list-style-type: none"> <li>• When the program is first set up in their jobs.</li> <li>• When they are initially assigned to problem jobs.</li> <li>• After control measures are implemented in their jobs.</li> <li>• Periodically as needed (i.e., significant changes to the job, new WMSDs or WMSD hazards are identified in the job, unsafe work practices observed) and at least every 3 years.</li> </ul>
Persons involved in setting up and managing the ergonomics program	<p>When they are initially assigned to setting up and managing the ergonomics program.</p> <p>Periodically as needed (i.e., program deficiencies revealed in evaluation, significant changes in ergonomics program) and at least every 3 years.</p>

**5. Element 5: Medical Management**

**PIONEER PRODUCTION SERVICES, INC** will make available prompt and effective medical management whenever an employee has a WMSD. (This means

that when an employee reports signs or symptoms of a WMSD. All reports will be processed to determine whether medical management is necessary). Medical management, including recommended work restrictions, will be provided at no cost to the employee. Medical treatment protocols for WMSDs will be established by the health care professions.

a. Reports of WMSDs

- (1) When reports of WMSDs are made, employees will be provided with prompt access to health care professionals (HCPs) for effective evaluation, treatment and follow up; and
- (2) Information will be provided to HCPs to help ensure medical management is effective, and
- (3) Written medical opinion will be obtained from the HCP and the employee will be promptly provided a copy.

b. Information to be provided to the health care professional

- (1) Descriptions of the employee's job and hazards identified in the hazard analysis,
- (2) Descriptions of available changes to jobs or temporary alternative duty to fit the employee's capabilities during the recovery period,
- (3) A copy of this program and OSHA standard, with medical management requirements pointed out; and
- (4) Opportunities to conduct workplace walkthroughs.

c. Health care professional written opinion

- (1) The HCP's written opinion must contain:

- (i) The work-related medical conditions related to the WMSD reported;
  - (ii) Recommended work restrictions, where necessary, and follow-up for the employee during the recovery period;
  - (iii) A statement that the HCP has informed the employee about results of the evaluation and any medical conditions resulting from exposure to WMSD hazards that require further evaluation or treatment; and
  - (iv) A statement that the HCP has informed the employee about other physical activities that could aggravate the WMSD during the recovery period.
- (2) To the extent permitted and required by law, employee privacy and confidentiality will be maintained regarding medical conditions identified during the medical management process. HCPs will be instructed not to reveal in the written opinion or in any other communication with you specific findings, diagnoses or information that is not related to WMSD hazards in the employee's job.

## **6. Element 6: Program Evaluation**

Evaluation of the ergonomics program and controls will be conducted periodically and at least every 3 years, to ensure effective administration and management and compliance with regulatory requirements.

### **a. Program Evaluation Process**

The following procedures will be used to evaluate the effectiveness of the ergonomics program and control measures.

- (1) Monitoring of program activities to ensure that all the elements of your ergonomics program are functioning.
- (2) Selection and implementation of effectiveness measures, both activity and outcome measures, to evaluate the program and the controls to ensure that they are in compliance with regulatory requirements.
- (3) Establishment of baseline measurements to provide a starting point for measuring the effectiveness of the program and the controls.

b. Program Evaluation Findings

All program deficiencies found will be corrected promptly.

<b><u>EXAMPLES OF ACTIVITY MEASURES</u></b>	<b><u>EXAMPLES OF OUTCOME MEASURES</u></b>
<ul style="list-style-type: none"> <li>• Plan to implement ergonomics program has been developed.</li> <li>• Number of employee reports and recommendations.</li> <li>• Average time between employee reports and your response</li> <li>• Length of time since the last review of safety and health records.</li> <li>• Number of hazards identified.</li> <li>• Number of employees who have received ergonomics information.</li> <li>• Number of jobs analyzed.</li> <li>• Number of jobs awaiting analysis.</li> <li>• Number of employees interviewed for job analyses and remaining to be interviewed.</li> <li>• Number of symptom surveys conducted.</li> <li>• Number of jobs controlled.</li> <li>• Number of job changes made.</li> <li>• Number of employees trained and waiting to be trained.</li> <li>• Number of worker hours devoted to the</li> </ul>	<ul style="list-style-type: none"> <li>• Number of OSHA recordable WMSDs.</li> <li>• Reported symptoms of WMSDs.</li> <li>• WMSD incidence rates per job title.</li> <li>• Number of workers' compensation claims.</li> <li>• Number of lost-workdays for WMSDs.</li> <li>• Average lost workdays per WMSD.</li> <li>• Severity rate of WMSDs.</li> <li>• Symptom survey results.</li> <li>• Annual medical costs for WMSDs.</li> <li>• Average medical costs per WMSD.</li> <li>• Annual workers' compensation costs.</li> <li>• Average workers' compensation costs per WMSD.</li> </ul>

<p>ergonomics program.</p> <ul style="list-style-type: none"> <li>• Annual expenditures on program and controls.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of job transfer requests per job title.</li> <li>• Employee absentee rates per job title.</li> <li>• Annual employee turnover rates per job title.</li> </ul>
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**7. Element 7: Records**

Written records of the program will be maintained if

- There is more than one worksite or establishment in which this job is performed by employees; OR
- The job involves more than one level of supervision; OR
- The job involves shift work.

a. Records and Retention Requirements

The following table lists the required records and retention periods

<b>Required Records</b>	<b>Retention Period</b>
<ul style="list-style-type: none"> <li>• Employee reports and company responses</li> </ul>	3 years
<ul style="list-style-type: none"> <li>• Results of job hazard analysis</li> <li>• Plans for controlling WMSD hazards</li> <li>• Evaluations of program and controls</li> </ul>	3 years or until replaced by updated record
<ul style="list-style-type: none"> <li>• Medical management records</li> </ul>	The duration of the injured employee's employment plus 3 years

**NOTE:** Other regulatory requirements for recordkeeping of the Access to Employee Exposure and Medical Records Standard (29 CFR 1910.1020) will be followed in addition to the requirements of this program

## **E. DEFINITION OF TERMS**

**Administrative controls** are procedures and methods, typically instituted by the employer, that significantly reduce daily exposure to WMSD hazards by altering the way in which work is performed. Examples of administrative controls for WMSD hazards include:

- Employee rotation
- Job task enlargement
- Adjustment of work pace
- Redesign of work methods
- Alternative tasks
- Rest breaks

Exercise programs (e.g., stretching) are not prohibited, but they are not administrative controls under the OSHA standard.

**Effectiveness measures** are the indicators used to assess whether an ergonomics program and controls are successfully controlling WMSD hazards and reducing the number and severity of WMSDs. Effectiveness measures include both activity and outcome measures.

- Activity measures are indicators used to measure interim accomplishments in building and maintaining an ergonomics program. These measures are used to



assess the functioning of the various activities in your program (e.g., number of hazards identified, number of employees trained).

- Outcome measures are indicators used to quantitatively assess long-term success of the program and interventions that have been put into place (e.g., number of lost workdays, number of hazards controlled, severity of WMSDs).

**Engineering controls** are physical changes to jobs that control exposure to WMSD hazards. Engineering controls act on the source of the hazard and control employee exposure to the hazard without relying on the employee to take self-protective action or intervention. Examples of engineering controls for WMSD hazards include changing, modifying or redesigning the following:

- Workstations
- Tools
- Facilities
- Equipment
- Materials
- Processes

**Ergonomics** is the science of fitting jobs to people. Ergonomics encompasses the body of knowledge about physical abilities and limitations as well as other human characteristics that are relevant to job design. Ergonomic design is the application of this body of knowledge to the design of the workplace (i.e., work tasks, equipment, and environment) for safe and efficient use by workers. Good ergonomic design makes the most efficient use of worker capabilities while ensuring that job demands do not exceed those capabilities.

**Ergonomics program is a systematic process for** anticipating, identifying, analyzing and controlling WMSD hazards.

- A process is the activities, procedures, and practices that you set up to control WMSD hazards.
- Systematic means these actions are ongoing and conducted on some routine basis that is appropriate to the conditions of your workplace.

**Health care professionals** are persons educated and trained in the delivery of health care services that are operating within the scope of their license, registration, certification, or legally authorized practice when they are performing the medical management requirements of this standard.

**Job factors** are workplace conditions and physical work activities that must be considered when conducting a job hazard analysis in order to determine whether WMSD hazards are present in a job. This standard covers the following job factors:

<b>THIS PROGRAM COVERS THESE JOB FACTORS</b>	<b>INCLUDING THESE COMPONENTS OF JOB FACTORS</b>
Physical demands of the work tasks or job	<ul style="list-style-type: none"> <li>• Force</li> <li>• Repetition</li> <li>• Work postures</li> <li>• Duration</li> <li>• Local contact stress</li> </ul>
Workstation layout and space	<ul style="list-style-type: none"> <li>• Work reaches</li> <li>• Work heights</li> <li>• Seating</li> <li>• Floor surfaces</li> <li>• Contact stress</li> </ul>
Equipment used and objects handled	<ul style="list-style-type: none"> <li>• Size and shape</li> </ul>

	<ul style="list-style-type: none"> <li>• Weight and weight distribution</li> <li>• Handles and grasp surfaces</li> <li>• Vibration</li> </ul>
Environmental conditions	<ul style="list-style-type: none"> <li>• Cold and heat</li> <li>• Glare (as related to awkward postures)</li> </ul>
Work organization	<ul style="list-style-type: none"> <li>• Work-recovery cycles</li> <li>• Work rate</li> <li>• Task variability</li> </ul>

**Known hazard** means hazards in your workplace that you know are reasonably likely to cause or contribute to a WMSD. The following are known hazards covered by the OSHA ergonomic standard:

- WMSD hazards identified in insurance reports.
- WMSD hazards identified in consultant reports.
- WMSD hazards identified in prior OSHA inspections.
- WMSD hazards identified in self-audits.
- WMSD hazards identified and communicated to you by HCPs.
- Accepted WMSD workers' compensation claims.

**Manual handling operations** are physical work activities meeting these criteria:

- (1) They involve lifting/lowering, pushing/pulling, or carrying; AND
- (2) They involve exertion of considerable force because the particular load is heavy OR the cumulative total of the loads during a workday is heavy (i.e., substantial loads); AND

- (3) These manual handling work activities are a significant part of the employee's regular job duties.

**Manufacturing operations** cover a range of jobs that are directly involved in producing durable and non-durable goods. Manufacturing production jobs involve working supervisors and all non-supervisory employees who engage in fabricating, processing, assembling, and other services closely associated with manufacturing production. In this standard, manufacturing operations are limited to those that meet these criteria:

- (1) They are performed in manufacturing industries; AND
- (2) They are production jobs performed by employees and their supervisors in those industries; AND
- (3) The production work activities are a significant part of the employee's regular job duties.

While each job must be considered on the basis of its actual duties, the following table fits job categories that typically fall inside and outside this definition:

<b>EXAMPLES OF MANUFACTURING PRODUCTION JOBS</b>	<b>EXAMPLES OF JOBS THAT TYPICALLY ARE NOT MANUFACTURING PRODUCTION JOBS</b>
<ul style="list-style-type: none"> <li>• Assembly line jobs producing:               <ul style="list-style-type: none"> <li>○ Products (durable and non durable)</li> <li>○ Subassemblies</li> <li>○ Components and parts</li> </ul> </li> <li>• Paced assembly line jobs (assembling and disassembling)</li> <li>• Piecework assembly jobs (assembling and disassembling) and other time critical assembly jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative personnel</li> <li>• Clerical staff</li> <li>• Supervisors and managers who do not perform production job</li> <li>• Technical staff (e.g., engineering, product development)</li> <li>• Analysts and programmers</li> <li>• Sales and marketing</li> </ul>

**Title: 6.17 Ergonomics**

<ul style="list-style-type: none"> <li>• Product inspection jobs (e.g., testers, weighers)</li> <li>• Meat, poultry, and fish cutting and packing</li> <li>• Bindery jobs</li> <li>• Machine operation</li> <li>• Machine loading/unloading</li> <li>• Apparel construction jobs</li> <li>• Food preparation assembly line jobs</li> <li>• Commercial baking jobs</li> <li>• Cabinetmaking</li> <li>• Tire building</li> <li>• Warehouse jobs in manufacturing facilities</li> <li>• Rework specialists</li> <li>• Maintenance personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Buyers/procurement</li> <li>• Customer service employees</li> <li>• Mail room</li> <li>• Security guards</li> <li>• Cafeteria personnel</li> <li>• Grounds personnel (gardeners, grounds keeper's)</li> <li>• Jobs in power plant in manufacturing facility</li> <li>• Janitors</li> </ul>
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**NOTE:** Some jobs that are not manufacturing production jobs may still be manual handling jobs under this program or the OSHA standard.

**Medical management** is the process for assuring that employees with WMSDs are provided with the following at no cost to employees:

- A mechanism for early reporting of signs and symptoms of WMSDs;
- Early assessment of reports;
- Access to prompt and effective evaluation, treatment and follow-up by HCPs;
- Work restrictions recommended by HCPs;

Medical management also includes the process of communicating with HCPs. Medical management does not include establishing specific medical treatments for WMSDs. Medical treatment protocols and procedures are established by the health care professions.

**Musculoskeletal disorders (MSPs)** are injuries and disorders of the muscles, nerves, tendons, ligaments, joints, cartilage and spinal disks. Examples of MSDs include:

- Carpal tunnel syndrome
- Epicondylitis
- Synovitis
- Muscle strains
- Raynaud's phenomenon
- Sciatica
- Tendinitis
- Rotator cuff tendinitis
- De Quervains' disease
- Carpet layers knee
- Trigger finger
- Low back pain

**No cost to employees** means that training, medical management and other requirements of this standard are provided to employees free of charge and while they are "on the clock."

**Periodically** means that a process or activity, such as records review or training, is performed on a regular basis which is appropriate for the conditions in the workplace. Periodically also means that the process or activity is conducted as needed, such as when significant changes are made in your workplace.

**Personal protective equipment (PPE)** is interim control devices worn or used while working to protect employees from exposure to WMSD hazards. In this standard, PPE includes items such as gloves and knee pads.

**Physical work activities** are the physical demands, exertions or functions of the task or job.

**Problem job** is any job in which you must set up a full ergonomics program, including job hazard analysis. The following are problem jobs in this standard:

- (1) A manufacturing or manual handling job where a known hazard exists or a WMSD is reported; AND
- (2) Any other job in your workplace where a WMSD is reported; AND
- (3) A similar job in which employees are exposed to the same WMSD hazard as employees in a problem job.

**Representative sampling** is a strategy to adequately characterize exposure of a group of employees (i.e., employees in a problem job) by analyzing the exposure of a subset of that group rather than all members of the group. The employees selected for representative sampling analysis must be those who are reasonably believed to have the greatest exposure to WMSD hazards in the problem job, including each work shift, to correctly characterize and not underestimate the exposure of any employee in the problem job.

**Resources** mean the provisions necessary to develop implement and maintain an effective ergonomics program. Resources include monetary provisions (e.g., equipment to perform job hazard analysis, training materials, controls) as well as other provisions (e.g., time to conduct job hazard analysis or review safety and health records).

**Safety and health records** are information generated at or for your workplace. Records include, for example, OSHA 300 logs, workers' compensation claims, WMSD-related medical reports and infirmary logs, employee reports of WMSDs or WMSD hazards, and insurance or consultant reports prepared for your workplace.

**Signs** (of WMSDs) are objective physical findings that are the basis for an OSHA recordable MSD. Examples of signs of WMSDs include:

- Decreased range of motion
- Decreased grip strength
- Loss of function
- Deformity
- Swelling
- Cramping
- Redness/loss of color

**Similar jobs** are jobs that involve the same physical work activities as a problem job, even if they are not defined by the same title or classification.

**Symptoms** (of WMSDs) are physical indications that your employee may be developing a WMSD. Symptoms can vary in their severity depending on the amount of exposure the employee has had. Often symptoms appear gradually as muscle fatigue or pain at work that disappears during rest. Usually symptoms become more severe as exposure continues (e.g., tingling continues when your employee is at rest, numbness or pain makes it difficult to perform the job, and finally pain is so severe that the employee is unable to perform physical work activities). Examples of symptoms WMSDS include:

- Numbness
- Burning
- Pain
- Tingling
- Aching
- Stiffness



**Temporary alternative duty jobs** are assignments given to employees with WMSDs during the recovery period until the health care provider releases the employee from work restrictions.

**Work practice controls** are controls that reduce the likelihood of exposure to WMSD hazards through alteration of the manner in which a job or physical work activities are performed. Work practice controls also act on the source of the hazard. However, instead of physical changes to the workstation or equipment, the protection work practice controls provide is based upon the behavior of managers, supervisors and employees to follow proper work methods. Work practice controls include procedures for safe and proper work that are understood and followed by managers, supervisors and employees. Examples of work practice controls for WMSD hazards include:

- Safe and proper work techniques and procedures that are understood and followed by managers, supervisors and employees.
- Conditioning period for new or reassigned employees.
- Training in the recognition of MSD hazards and work techniques that can reduce exposure or ease task demands and burdens.

**Work-related** means that the physical work activities or workplace conditions in the job are reasonably likely to be causing or contributing to a reported MSD. For this standard, an MSD is work-related if:

- (1) WMSD hazards are present in a job where an MSD has been reported; AND
- (2) The hazards are reasonably likely to cause or contribute to the type of MSD reported; AND

- (3) A significant part of the employee's regular job duties involves exposure to these WMSD hazards (i.e., not incidental exposure).

**Work restrictions** are any limitation placed on the manner in which an employee with an WMSD performs a job during the recovery period. Work restrictions include modifications and restrictions to the employee's current job, such as limiting or reducing the intensity or duration of exposure; and reassignment to temporary alternative duty jobs. Work restrictions also include complete removal from the workplace.

**WMSD hazards** are workplace conditions or physical work activities that cause or are reasonably likely to cause or contribute to an WMSD.



## **PURPOSE**

Define the Company's policy on Housekeeping.

## **SCOPE**

All personnel of PIONEER PRODUCTION SERVICES, INC.

## **POLICY**

### **HOUSEKEEPING**

It is the responsibility of every employee to maintain a clean work area. This reduces the incident rates for fires, alleviates possible tripping hazards, and promotes good morale within the workforce.

- Floors, hallways, decks, passageways, etc., shall be kept clean of debris, scrap materials, etc. It is essential that these areas be kept free of materials such as oil or other fluids or obstructions that could cause slipping or tripping. Slippery areas or areas that tend to hold water that are unable to be cleaned immediately must be posted with a sign to notify coworkers of the risk.
- Work areas shall be maintained in a clean, orderly, and sanitary condition. Waste materials, such as drop-off or metal filings, etc., shall be removed on a regular basis.
- Stairways and ladders shall be kept free of all tools, waste, and debris. They should also be free of any oil or fluids.
- Overhead equipment, such as cranes, man-lifts, etc., shall be kept free of any material, debris, tools, etc., which could accidentally fall off that equipment.
- Hoses and leads shall be kept coiled and away from normal traffic when not in use.
- Floor mats shall be properly placed at the foot of all doorways and showers. This eliminates dirt and/or liquidly substances from being tracked on the floor.



**Title: 6.18 Housekeeping**

- Trashcans and bins are provided on the job site for the disposal of garbage, scrap metal, waste material, and aluminum cans. They shall be used and emptied as needed.

Adequate sanitation facilities are provided throughout the facility and shall be used properly and kept clean.



**Title: 6.19 Heat Stress and Hydration**

**Purpose**

The purpose of this program is to protect all employees of PIONEER PRODUCTION SERVICES, INC from medical incidents related to improper hydration.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**Introduction**

The purpose of this program is to prevent heat-related illnesses. Wearing required PPE, particularly FRC, on a construction work site can put a worker at considerable risk of developing a heat-related illness, including heat stroke which is often fatal. Any outdoor operations conducted in hot weather, such as construction work, equipment operation, or hazardous waste site activities may cause heat stress problems for workers and is covered by this program. Supervisors must ensure that these factors are taken into consideration before assigning a task where there is the possibility of a heat-related illness occurring.

This program is built on the following key understandings:

- A person’s physical condition has been shown to be an important factor in preventing heat-related problems.
- Acclimatization has been demonstrated to be an important effect in preventing heat stress illness.
- Increasing the intake of fluids during hot work helps to prevent heat stress problems.
- Heat stroke cases are medical emergencies and require immediate attention. This policy requires all workers on the site to have first aid training on how to deal with heat stress emergencies. Additionally, equipment for effective cooling of victims must be kept on site.

**Title: 6.19 Heat Stress and Hydration**

- Training is an effective tool for preventing heat-related illnesses. This policy requires all workers on the site to be trained on preventing problems, recognizing symptoms, and handling emergencies.

## **Background on Heat Stress**

### **Causes**

Age, weight, degree of physical fitness, degree of acclimatization, metabolism, use of alcohol or drugs, and a variety of medical conditions, such as hypertension, all affect a person's sensitivity to heat. Prior heat injury predisposes an individual to additional injury. It is difficult to predict just who will be affected and when, because individual susceptibility varies. In addition, environmental factors include more than the ambient air temperature. Radiant heat, air movement, conduction, and relative humidity all affect an individual's response to heat. Physical factors that contribute to heat related illness should be taken into consideration before performing a task. These considerations should be identified and mitigated through the JSEA process.

### **Heat Stroke**

Heat stroke occurs when the body's system of temperature regulation fails and body temperature rises to critical levels. This condition is caused by a combination of highly variable factors, and its occurrence is difficult to predict. Heat stroke is a medical emergency. The primary signs and symptoms of heat stroke are confusion; irrational behavior; loss of consciousness; convulsions; a lack of sweating (usually); hot, red, dry skin; and an abnormally high body temperature. If body temperature is too high, it causes death. The elevated metabolic temperatures caused by a combination of work load and environmental heat load, both of which contribute to heat stroke, are also highly variable and difficult to predict. Nearly half of heat stroke victims die or have permanent brain damage. Consequently, rapid cooling treatment must take place immediately

and professional medical assistance must be summoned simultaneous to treatment to save a heat stroke victim's life.

### **Heat Exhaustion**

The signs and symptoms of heat exhaustion are headache, nausea, vertigo, weakness, thirst, giddiness, cool clammy skin, and paleness. Fortunately, this condition responds readily to prompt treatment. Heat exhaustion should not be dismissed lightly, however, for several reasons. One is that the fainting associated with heat exhaustion can be dangerous because the victim may be operating machinery or controlling an operation that should not be left unattended; moreover, the victim may be injured when he or she faints. Also, the signs and symptoms seen in heat exhaustion are similar to those of heat stroke, a medical emergency. Workers suffering from heat exhaustion should be removed from the hot environment and given fluid replacement.

They should also be encouraged to get adequate rest.

NOTE: Giving fluids to an unconscious person should never be attempted.

### **Heat Collapse ("Fainting")**

In heat collapse, the brain does not receive enough oxygen because blood pools in the extremities. As a result, the exposed individual may lose consciousness. This reaction is similar to that of heat exhaustion and does not affect the body's heat balance. However, the onset of heat collapse is rapid and unpredictable. To prevent heat collapse, the worker should gradually become acclimatized to the hot environment.

### **Heat Cramps**

Heat cramps are usually caused by performing hard physical labor in a hot environment. These cramps have been attributed to an electrolyte imbalance caused by sweating. Cramps can be affected by both too much and too little salt. Cramps appear to be caused by the lack of water

**Title: 6.19 Heat Stress and Hydration**

replenishment. Excess salt can build up in the body if the water lost through sweating is not replaced. Thirst cannot be relied on as a guide to the need for water; instead, water must be taken every 15 to 20 minutes in hot environments. Under extreme conditions, such as working for 6 to 8 hours in heavy protective gear, a loss of sodium may occur. Recent studies have shown that drinking commercially available carbohydrate-electrolyte replacement liquids is effective in minimizing physiological disturbances during recovery.

**Heat Rashes**

Heat rashes are the most common problem in hot work environments. Prickly heat is manifested as red papules and usually appears in areas where the clothing is restrictive. As sweating increases, these papules give rise to a prickling sensation. Prickly heat occurs in skin that is persistently wetted by un-evaporated sweat, and heat rash papules may become infected if they are not treated. In most cases, heat rashes will disappear when the affected individual returns to a cool environment.

**Acclimatization**

**Background**

Acclimatization to heat involves a series of physiological and psychological adjustments that occur in an individual during the first week of exposure to hot environmental conditions. After a period of acclimatization, the same activity will produce fewer cardiovascular demands. The worker will sweat more efficiently (causing better evaporative cooling), and thus will more easily be able to maintain normal body temperatures.

**Fluid Replacement**

Cool (50-60 degrees F) water must be made readily accessible to workers. Ideally, the water should be placed close to the workplace so that the worker can reach it without abandoning the work area. On hazardous waste jobs where workers are in contaminated environments, wearing



respiratory protection, and break areas must be established. Where water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity throughout the work shift.

Thirst is not a good indicator of the need for replenishment. On a hot job, workers can lose up to one quart an hour but it is difficult to drink that much at any one time. Consequently, workers should be encouraged to drink small amounts frequently, e.g., one cup every 15-20 minutes. Workers should be encouraged to salt their food well during the hot season and particularly during hot spells. If the workers are un-acclimatized, salted drinking water should be made available in a concentration of 0.1% (1 level tablespoon of salt to 15 quarts of water). The added salt should be completely dissolved before the water is distributed, and the water should be kept reasonably cool. Commercial replacement drinks, such as Gatorade, can be used instead of salted water. These drinks are valuable at the beginning of hot work but are not necessary for acclimatized individuals.

## **Administration Controls**

### **Training**

Training is the key to good work practices. Unless all employees understand the reasons for using new, or changing old, work practices, the chances of such a program succeeding are greatly reduced. NIOSH (1986) states that a good heat stress training program should include at least the following components:

- Knowledge of the hazards of heat stress,
- Recognition of predisposing factors, danger signs, and symptoms,
- Awareness of first-aid procedures for, and the potential health effects of, heat stroke,
- Employee responsibilities in avoiding heat stress,

**Title: 6.19 Heat Stress and Hydration**

- Dangers of using drugs, including therapeutic ones, and alcohol in hot work environments,
- Use of protective clothing and equipment, and
- Purpose and coverage of environmental and medical surveillance programs and the advantages of worker participation in such programs.

Supervisors will receive training in the prevention of heat related illnesses prior to supervising employees working in heat.

**Other controls**

The following administrative controls can be used to reduce heat stress. This list should be evaluated on each job to determine which are pertinent and could realistically be implemented.

- Reduce the physical demands of work, e.g., excessive lifting or digging with heavy objects.
- Provide recovery areas, e.g., air-conditioned enclosures and rooms.
- Use shifts, e.g., early morning, cool part of the day, or night work.
- Use intermittent rest periods with water breaks.
- Use relief workers.
- Use worker pacing.
- Assign extra workers and limit worker occupancy, or the number of workers present, especially in confined or enclosed spaces.

**Rehabilitation Areas**

Employees suffering from heat illness or believing a preventative recovery period is needed, will be provided access to an area with shade that is either open to the air or provided with ventilation or cooling. Such access to shade shall be permitted at all times.

### **Auxiliary Body Cooling**

There is a broad range of commercially available cooling vests available that can be effective in some instances. Use of these units must be considered on a project by project basis.

Ice vests that, though heavy, may accommodate numerous ice packets, which are usually filled with water.

### **Ice Packs**

The cooling offered by ice packets lasts only 2 to 4 hours at moderate to heavy heat loads, and frequent replacement is necessary. However, ice vests do not encumber the worker and thus permit maximum mobility. Cooling with ice is also relatively inexpensive.

### **Wetted Clothing**

Wetted clothing is another simple and inexpensive personal cooling technique. It is effective when reflective or other impermeable protective clothing is worn. The clothing may be wetted terry cloth coveralls or wetted two-piece, whole-body cotton suits. This approach to auxiliary cooling can be quite effective under conditions of high temperature and low humidity, where evaporation from the wetted garment is not restricted. Water-cooled garments range from a hood, which cools only the head, to vests and "long-johns," which offer partial or complete body cooling. Use of this equipment requires a battery-driven circulating pump, liquid-ice coolant, and a container. Although this system has the advantage of allowing wearer mobility, the weight of the components limits the amount of ice that can be carried and thus reduces the effective use time. The heat transfer rate in liquid cooling systems may limit their use to low-activity jobs; even in such jobs, their service time is only about 20 minutes per pound of cooling ice. To keep outside heat from melting the ice, an outer insulating jacket should be an integral part of these systems.

### **Circulating Air**

**Title: 6.19 Heat Stress and Hydration**

Circulating air is the most highly effective, as well as the most complicated, personal cooling system. By directing compressed air around the body from a supplied air system, both evaporative and convective cooling is improved. The greatest advantage occurs when circulating air is used with impermeable garments or double cotton overalls. One type, used when respiratory protection is also necessary, forces exhaust air from a supplied-air hood ("bubble hood") around the neck and down inside an impermeable suit. The air then escapes through openings in the suit.

**Personal Protective Equipment**

Reduced work tolerance and the increased risk of excessive heat stress is directly influenced by the amount and type of personal protective equipment (PPE) worn. PPE adds weight and bulk, severely reduces the body's access to normal heat exchange mechanisms and increases energy expenditure. Once PPE is selected, the safe duration of work/rest periods should be determined based on the:

- Anticipated work rate;
- Ambient temperature and other environmental factors;
- Type of protective ensemble; and
- Individual worker characteristics and fitness.

The weight of a self-contained breathing apparatus (SCBA) increases stress on a worker, and this stress contributes to overall heat stress. Chemical protective clothing such as totally encapsulating chemical protection suits greatly add to the heat stress problem.

**Emergency Procedures**

Supervisors should be trained in the employer's heat illness procedures to prevent heat illness and procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

**Title: 6.19 Heat Stress and Hydration**

**First aid for Heat Stroke**

If a worker shows signs of possible heat stroke, professional medical treatment should be obtained immediately. The worker should be placed in a shady area and their clothing removed quickly. Full decontamination should not be attempted prior to removing chemically-resistant suits. The worker's skin should be wetted and air should be moved aggressively around the worker to improve evaporative cooling until professional methods of cooling are initiated and the seriousness of the condition can be assessed. Fluids should be replaced as soon as possible. The medical outcome of an episode of heat stroke depends on the victim's physical fitness and the timing and effectiveness of first aid treatment. Regardless of the worker's protests, no employee suspected of being ill from heat stroke should be sent home or left unattended unless a physician has specifically approved such an order.

**First Aid for Heat Exhaustion**

Workers showing symptoms of heat exhaustion should be taken out of protective clothing and moved to a shaded, and hopefully cool, area. They should be given fluids and allowed to rest. They may not need medical attention but they must not be returned to work that day.

NOTE: Do not attempt to give fluids to an unconscious



### **Purpose**

This section describes the PIONEER PRODUCTION SERVICES, INC policy for Cold Stress

### **Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

### **Policy**

Working under cold conditions can lead to various injuries or health effects, which are collectively known as cold stress. Construction workers may experience cold stress when working:

- Outdoors on a cold day
- In a refrigerated room.
- In an unheated building.
- In the cold water, rain, or snow.
- While handling cold objects or materials.

Other workers who may be susceptible to cold stress include field workers, cold storage workers, and workers who work with refrigerated or frozen foods.

The hazardous effects of cold on the body may include dehydration, numbness, shivering, frostbite, immersion foot (trench foot), and hypothermia. Hazards associated with cold stress are categorized into systemic and local effects. Local effects impact the part of the body where exposure to cold is the greatest. Systemic effects impact more than just the local area and can affect the whole body.

Numbness, frostbite, an immersion foot are all local effects. Immersion foot is the result of the skin's having been exposed too long to cold and dampness. Immersion foot can result in swelling, tingling, itching, loss of skin, or skin ulcers. Hypothermia is the most serious effect of cold stress. Once the body loses the ability to maintain its normal temperature, the body temperature lowers, and other symptoms such as violent shivering, slow or slurred speech, confusion, hallucinations, a weak or irregular pulse, or unconsciousness occurs. Certain people are more susceptible than others to cold stress. People who are not physically fit, have a chronic illness, drink alcohol or take drugs (including prescription drugs), are wet or damp from work or weather, are fatigued, are exposed to vibration from tool, do not wear the right clothing, or are not used to working in cold have a higher risk from cold stress.

How can you recognize cold stress? Shivering is the body's response to cold stress and serves as a protection mechanism by increasing the rate of metabolism. Be on guard for cold stress if workers are shivering because it is a good sign of cold stress and possible hypothermia. Subjective responses of workers provide a good sign of cold stress in the workplace. Worker behaviors that may indicate cold stress exposures include seeking warm locations, adding layers of clothing, or increasing the work rate.

If there is a noticeable drop in manual dexterity for workers, local cold stress may be occurring. Manual dexterity decreases with cold, which could result in safety hazards to the worker and coworkers.

Employers can help protect workers from cold stress by providing training, controlling temperature and wind when possible by using heaters and windbreakers, rotating workers in cold jobs so that no one is exposed too long, scheduling work at warmest times, encouraging self-pacing and extra breaks if necessary, establishing a buddy system, and keeping first aid supplies and equipment.



Equally important, employees can do their part to prevent cold stress. Proper insulation and good ventilation is critical for clothing wondering cold stress exposures. Better insulation is achieved by layering clothes rather than just wearing just one warm garment. Layering allows a person to add or remove layers to adjust for different insulation needs during the work period.

Note that the insulation quality of clothing may be greatly decreased by moisture. Thus, water vapor permeability is also important. A waterproof shall not allow sweat to escape. A water repellent shell may keep a worker warmer. Seek warm locations during breaks and replace lost fluids with warm, sweet, non-caffeine-containing drinks to avoid dehydration. By taking the necessary precautions, employers and workers together can minimize the potential for cold stress.





**Purpose**

This section describes the PIONEER PRODUCTION SERVICES, INC policy for general safety when working near water.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**Policy**

Working near or over water can and usually does introduce some additional risk associated with that particular job task. It is of the utmost importance for employees to utilize a heightened sense of awareness to the additional risk and be proactive in minimizing or eliminating potential safety concerns. At a minimum, any task or job to take place near or over water should begin with the proper company risk assessments performed, i.e. JSEA, Pre-Job, etc. Also, emergency equipment, such as lifesaving skiffs, ring buoys, etc. should be readily available, in addition to mandatory PPE for the assigned task. **AT NO TIME SHOULD ANY EMPLOYEE WORK NEAR OR OVER WATER ALONE!**

**General Safety Requirements**

***Training***

Any and all employees working near or over water should have, at a minimum, orientation training on the hazards associated with this task.

***Personal Floatation Devices (PDF)***

All employees and contractor personnel will wear a US Coast Guard approved Type I PFD, Type II PFD (life jackets) or USCG Type V PDF (work vest) when:

- Working outside a handrail or location without handrail protection over/near water;

**Title: 6.21 Working Near Water**

- While on the dock/boat deck;
- Loading or unloading cargo from any boat, barge or other waterborne structure;
- Operating any watercraft alone or riding in any open/semi-open watercraft;
- While riding in the escape capsule,
- During personnel transfer by personnel basket or swing rope over open water.

While working on a platform, employee and contractor personnel will be informed and/or shown where the Type I PFD's are stored.

All PFD's will be worn snugly fitted and securely fastened.

The following items should be attached to a Type I PFD's:

- Reflective tape
- Cayulame light
- Whistle

PFD's shall be inspected, as per the monthly safety inspection, for any defects which may render the PFD unusable. Such unusable PFD's shall be removed from the vessel and immediately replaced.

***Buoy and Life Ring***

*Type*

Life buoys shall be of the annular ring type.

*Mounting*

Ring buoys shall be properly secured and readily available for emergency rescue operations. The distance between ring buoys shall not exceed 200 feet.

*Sizes*

Ring life buoys shall be of the 30-inch, 24-inch or 20-inch sizes. A tolerance of a plus or minus 5 percent will be allowable on the dimensions.

*Materials*

All exposed materials must be resistant to oil or oil products, salt water and anticipated weather conditions encountered. All components used in construction of buoys and life rings must meet the applicable requirements of subpart 164.019. Each buoy consists of a body constructed in the shape of an annular ring, with an approximately elliptical body cross section and which is fitted with a grab line around the outside periphery. The outside and inside diameters of the ring and the length and width of the cross section of the body shall be uniform throughout.

*Unicellular plastic*

The unicellular plastic material used in fabrication of the buoy body shall meet the requirements of subpart 164.015 for Type C material. The buoy's body shall be finished with two coats of vinyl base paint. The ring life buoys shall be either international orange (Color No. 12197 of Federal Standard 595) or white in color and the colorfastness shall be rated "good" when tested in accordance with Federal Test Method Standard No. 191 Methods 5610, 5630, 5650, and 5660. Note: On vessels on an international voyage, all ring life buoys shall be international orange in color.)

*Throw and Grab line*

The Throw line shall be 3/8-inch diameter polyethylene, polypropylene, or other suitable buoyant type synthetic material having a minimum breaking strength of 1,350 pounds. The finished length of the Throw line shall be at least 90 feet. The grab line shall be 3/8-inch diameter polyethylene, polypropylene, or other suitable buoyant type synthetic material having a

minimum breaking strength of 1,350 pounds. The finished length of the grab line shall be four times the outside diameter of the buoy. The ends of the grab line shall be securely and neatly spliced together, or shall be hand whipped with a needle and both ends securely and smoothly seized together. The grab line shall encircle the buoy and shall be held in place by the beckets. The spliced or seized ends of the grab line shall be placed in the center of the width of one of the beckets.

#### *Beckets*

The beckets for securing the grab line shall be 2-inch polyethylene, polypropylene, nylon, saran or other suitable synthetic material having a minimum breaking strength of 585 pounds. In addition, polyethylene and polypropylene shall be weather-resistant type which is stabilized as to heat, oxidation, and ultraviolet light degradation.

#### *Thread*

Each thread must meet the requirements of subpart 164.023. Only one kind of thread may be used in each seam.

#### *Lifesaving Skiff*

At least one lifesaving skiff shall be immediately available at locations where employees are working over or adjacent to water.

#### *Boat Safety*

This section describes the general requirements for boating safety. This section does not attempt to address all precautions applicable in offshore boating situations. The captain may provide a briefing before departure and can answer additional questions.

#### **Procedures:**



**Title: 6.21 Working Near Water**

To be able to ride on a Company boat, Contractor representative must request authorization from the local management. Contractor will be asked to provide a list of its personnel to be transported and their identification.

The captain is in complete charge of the boat, passengers, loading/unloading procedures, storage of luggage and cargo, seating arrangements, transportation of materials, and smoking restrictions.

The captain has complete authority to refuse passage to anyone.

Provide the captain with all information requested at the time of boarding. This may include: employee's name, company affiliation, destination, and materials.

Baggage and packages are subject to search.

Transferring from/to boat and offshore structures in open water is potentially hazardous. A PDF or Work Vest Life Jacket must be worn, snugly fitted, and securely fastened during personnel transfer by personnel basket or swing rope. When using a swing rope, no gloves should be worn.



**Title: 6.22 Working Alone Policy**

**Purpose**

To provide for measures to protect the health and safety of, and minimize risk to, any employee working at a workplace who is the only worker of the employer at that workplace, in circumstances where assistance is not readily available to the worker in the event of an injury, ill health or emergency. Strict adherence to this policy will help to meet health and safety legal requirements and demonstrate due diligence in work alone situations.

**Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

**Definitions**

Working Alone means an employee working at a workplace who is the only worker of the employer at that workplace, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

**Policy**

Company or site supervisors are responsible for ensuring a procedure for assessing working alone situations and site specific working alone plans are developed, implemented, communicated and enforced.

PIONEER PRODUCTION SERVICES, INC shall review each worksite under their control to identify employees who work alone.

PIONEER PRODUCTION SERVICES, INC shall consult with the company or site supervisor and with the employee who will be working alone to assess the conditions under which the employee is working, determine potential hazards and ways to minimize them, establish a means and schedule for communication with a contact person and provide for assistance in an



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emergency situation. The activities the employee will be doing need to be assessed for their level of risk; higher risk activities require shorter times between communication with the contact person. The result will be a written plan for working alone in a specific site.

The working alone plan shall be signed and dated by both the company or site supervisor and the employee who is required to work alone.

PIONEER PRODUCTION SERVICES, INC shall give a copy of the plan to each employee who is required to work alone, and that employee's supervisor.

PIONEER PRODUCTION SERVICES, INC and the employee shall comply with the plan.



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Working Alone Plan

Worker's Name: \_\_\_\_\_

Worker's Phone (Office): \_\_\_\_\_

Worker's Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor's Phone (Office/Other): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's Phone #(s): \_\_\_\_\_

Department: \_\_\_\_\_

Worksite (Name, Address, Location): \_\_\_\_\_

It is the responsibility of the supervisor to identify any hazardous agents or activities which arise from the conditions and circumstances of the worker's work.

IT IS STRONGLY RECOMMENDED THAT HANDLING OF HAZARDOUS SUBSTANCES OR PERFORMING HAZARDOUS ACTIVITIES BE PROHIBITED WHEN A WORKER IS WORKING ALONE. WORK INVOLVING ENTRY INTO CONFINED SPACES MUST NEVER BE CONDUCTED ALONE.

What are the conditions or circumstances under which the employee is required to work alone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Types of duties to be conducted stating limitations/prohibitions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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**Title: 6.22 Working Alone Policy**

Identify hazardous activities the worker may perform while working alone:

Vessel Deck Activities \_\_\_\_\_ Work With Hazardous Substances \_\_\_\_\_

Heavy Physical Labor \_\_\_\_\_ Work With Heavy Machinery \_\_\_\_\_

Use Ladders, Scaffolding \_\_\_\_\_ Work With High Electric Currents \_\_\_\_\_

Work At isolated Areas \_\_\_\_\_ Work With Equipment under Pressure \_\_\_\_\_

Other Activities Not Listed Above: \_\_\_\_\_

Personal protective equipment required: \_\_\_\_\_

Is the employee trained in the proper use of appropriate personal protective equipment and work procedures? Yes \_\_\_\_\_ No \_\_\_\_\_

Schedule for contacting the employee: \_\_\_\_\_

Means of communication: \_\_\_\_\_

Plan to assist the employee in case of an emergency:

The working alone plan must be complied with by both the company or site supervisor and the employee. The working alone plan must be reviewed annually or more often if necessary. Records must be maintained of contact times and a check at the end of the work shift must be done.

\_\_\_\_\_  
SIGNATURE OF EMPLOYING AUTHORITY

\_\_\_\_\_  
SIGNATURE OF WORKER

\_\_\_\_\_  
DATE

**Pioneer Production Services, INC**

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**Section 7**



**Training**

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## **Purpose**

When traveling to and working at locations in the Gulf of Mexico individuals may accidentally enter the water and become exposed to the associated hazards of:

- drowning
- helicopter egress and
- environmental exposure

The requirements of this document will assist in mitigating these hazards.

## **Scope**

All PIONEER PRODUCTION SERVICES, INC personnel.

## **Responsibility**

PIONEER PRODUCTION SERVICES, INC is responsible for ensuring that all individuals under their supervision that travel to offshore locations, which require water survival training understand the requirements of this document.

## **Training**

PIONEER PRODUCTION SERVICES, INC is responsible for all training of their employees that will go offshore. Training is conducted annually company wide, as well as an annual viewing of marine debris is conducted as per MMS guidelines. Water survival is conducted upon client's request. All training records will be stored onto a central database, and documentation of training shall be sent to employees work locations. Records will maintain and periodically reviewed to see which personnel if any have expired of their certification. Individual(s) who have expired will be notified and will return to update their certification. Also, all documentation records of class participation will be centrally located.

### **PPE/Work Clothes**

Where engineering controls and job hazard analyses do not eliminate all job hazards, employees will (where appropriate) wear personal protective equipment (PPE). PIONEER PRODUCTION SERVICES, INC Supervisor shall select and discuss reason for selection and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment and assuring proper fit.

### **Firearms/Narcotics/Illegal Drugs/Alcoholic beverages**

The use, possession, transportation or sale of firearms, narcotics, illegal drugs or alcoholic beverages by an employee while on duty, on premises, in a vehicle, helicopter, vessel or any job site onshore/offshore is prohibited.

### **Offshore Helicopter Safety**

#### **General**

When being transported to and from a facility site by helicopter, PIONEER PRODUCTION SERVICES, INC employees will abide by the instructions of the helicopter pilot. Flight personnel have the authority to refuse flight accommodations to anyone who appears to be intoxicated in any form, or who refuses to follow the instructions of flight personnel. When in flight, the pilot of the aircraft is in charge at all times.

#### **Boarding Procedures**

- All passengers must be properly manifested, giving their name, weight and baggage weight.
- Passengers unfamiliar with helicopters will be briefed on proper procedures prior to boarding.

**Title: 7.1 Offshore Safety Orientation**

- The individual offshore responsible for drawing up manifests must ensure that each flight's total weight does not exceed the helicopters payload limit.
- Boarding a helicopter will only be done at the signal of the pilot.
- A member of the flight crew, the HLO or a qualified platform escort must escort passengers at all times while on the helideck.
- Personnel will always approach the helicopter from the front, in view of the pilot, and at a low crouch. Never approach from the rear, or otherwise be in the area of the tail rotor.
- Long articles carried by passengers must be carried parallel to the ground (horizontally) to avoid being struck by the helicopter rotors.
- Passengers shall ensure that all personal gear (caps, hats, gloves, etc.) in the vicinity of helicopter operations is properly stowed inside a bag or container. Hard hats and boots may be securely strapped to the exterior of a bag or container.
- If personal protective equipment is required to be worn in or around helicopter operations, the personal protective equipment's must be secured to the individual by an approved strap or method.
- Never load anything on a helicopter without the pilot's knowledge.
- All cargo items must be securely fastened.
- Passengers will be seated in accordance with the pilot's instructions. All passengers must immediately don life preservers and fasten safety belts.
- Smoking is not permitted on a helideck or in the vicinity of helicopter operations
- Passengers will remain seated at all times once aboard the aircraft.
- Passenger use of cell phones is not permitted and cell phones must be turned off and stowed during flight.
- Hazardous material, such as compressed gas bottles, pyrotechnics, or explosives will not be transported on the helicopter when passengers are aboard.

**Title: 7.1 Offshore Safety Orientation**

- When evacuating a seriously injured crewman, or one who is delirious or otherwise unstable, he should always be accompanied by a fellow crewman, to render immediate care to him in flight.

**Offshore Landing Procedures**

- The helicopter-deck will be kept clear of personnel and equipment at all times.
- Personnel will not wait for helicopters on the helicopter-deck.
- Do not approach the aircraft until signaled by the pilot.

**Emergency Landing Procedures**

If the pilot announces that he is forced to make an emergency landing in the water, the following procedures will be taken by all passengers:

- Remove glasses and dentures.
- Ensure that all safety belts are tightly fastened, and Stow all loose articles.
- Check the location of emergency exits and life rafts. Decide on your escape route through the nearest exit. Ensure that you know how to release your seat belt and how to open the emergency exit while descending.
- Do not try to jump from the helicopter before it has ditched. Wait for the pilot's command to unfasten seat belts and open exits.
- All helicopters operating offshore have some type of flotation gear, which will keep the helicopter afloat for a short time.
- When exiting the helicopter, do not inflate the life preserver before you are out of the helicopter and into the water.
- Ensure that the life raft is removed from the helicopter. Again, do not inflate the life raft until it is out of the helicopter.

**Title: 7.1 Offshore Safety Orientation**

- If the helicopter capsizes, wait until the cabin fills with water. As the water reaches your chin, take a deep breath, release your seat belt, and pull yourself hand by hand to your pre-planned escape exit while maintaining a firm grasp on your reference point.
- It is extremely important to maintain a reference point with at least one hand so as not to become disoriented prior to exiting the helicopter. Exit the helicopter at right angles to the aircraft.
- Swim about ten feet away from the helicopter in order to clear all parts of the aircraft and inflate your life preserver. If disoriented, follow the bubbles to the surface.
- Calmly enter the life raft and await rescue. Be extremely careful not to puncture the life raft with sharp clothing articles as you enter the life raft. If life rafts are lost, stay huddled together in the water, as a group of people is easier to detect and can give moral support and assistance to each other.

**Orientation**

When arriving to an offshore location, first sign-in on the manifest and receive an orientation from the person in charge or designated employee. The orientation will consist of the station bill, which is located in a readable available area, the following will be addressed; assignments in emergencies, communication procedures, emergency signals and shutdown systems, pollution prevention, location of first aid equipment, injury reporting procedures, safe work practices, personal flotation devices, ear protection requirements, escape routes, excavation procedures, and fire protection.

**Procedures for Water Safety**

In the event of having to enter the water, although Type V work vest is the most commonly worn, Type I vest provides the most buoyancy and self-righting capabilities. When in the water, stay calm, stay in a group, conserve body heat and await assistance. Only U.S. Coast Guard approved PFD's Type I or Type V work vest shall be worn.





### **Vessel Transportation**

Once aboard the vessel sign-in on the manifest, follow the boat captain's instructions. He/she is in complete charge of the boat and its passengers. The captain has the complete authority to refuse passage to anyone he or she considers to be an unsafe passenger. Follow the captain's instructions as to the loading/unloading procedures, storage of luggage and cargo, seating arrangements, and smoking restrictions. The captain will also inform you of safe disembarking procedures including, swing ropes, personal baskets and the proper PFDs.



**Title: 7.2 Safety Training Policy**

PIONEER PRODUCTION SERVICES, INC is committed to train all of its employees on policies and safe work practices. Each of the 52 weeks of the year, there is an assigned topic to be discussed with all crews. A Safety Meeting report should be filled out, signed by all crew members, and turned into the HSE Department. All topics that may be missed due to an unplanned event must be covered when the crew returns the following week.

**ADDITIONAL TRAINING**

PIONEER PRODUCTION SERVICES, INC has a comprehensive training program which enables employees to get additional required training which may be necessary to perform work at various customers' facilities and offers most required training courses to its employees through local training providers.

**Training courses offered include:**

- Water Survival
- Crane Operator Rigger
- Scaffold & Ladder Safety
- Norm Awareness
- Confined Space Rescue
- Forklift Operations
- First Aid CPR BBPAwareness
- Fall Protection Rescue
- Rigger
- OQ DOT Pipeline
- Norm Survey
- PEC Core SafeGulf
- Supervisor Training
- Safe Line Handling
- Safe Gulf PEC Orientation
- OSHA 510
- OSHA 500
- QuickBooks Fundamentals
- Microsoft Excel for Beginners
- Microsoft PowerPoint for Beginners
- Employment Law from A to Z
- State & Federal Personnel Laws
- Effective Human Resources Practice
- Top 10 Wage Hour Violations

## Scope

This section describes the purpose of the 52 week training matrix and how it benefits all crew members

## Responsibilities

Site Supervisor should hold a meeting with all crew members weekly concerning the topics that are noted in the Matrix. The meeting should be documented as a safety meeting report, and turned in to the safety department on a weekly basis. If a topic is missed, it should be covered when the crew returns the next week.

**\*\* PLEASE HAVE ALL EMPLOYEES PRINT AND SIGN ALL SAFETY MEETING REPORTS.**

## Purpose

The purpose of the 52 week training matrix is to refresh and heighten employee's awareness level for a variety of issues that they may come in contact with during daily activities in the field. All aspects of the topics should be covered thoroughly and all supporting documentation should be used as an aid in discussing the topics. Example: If talking about equipment inspections, crane, forklift, and other equipment inspection sheets should be shown to the crews.

Enclosed are training aids that should be utilized during the training. Schedules are provided in the binder showing what topics should be covered each week.

If there are any issues or questions regarding the matrix, do not hesitate to contact the HSE dept in a timely manner.

### **Weekly Safety Meetings**

Formal weekly safety meetings are conducted on a day designated by the supervisor. The safety meetings have the objectives of:

- Reviewing safe work habits
- Providing an opportunity for discussion and training on safety issues.
- Discussing corrective safety measures
- Accidents and lessons learned
- Discussing company safety alerts or bulletins
- Reviewing documented non-conformities
- Covering special topics as appropriate to the work in progress.

Attendance records are kept on the Safety Meeting Form, noting date, time, and topic of discussion. Supervisors can assign different individuals to conduct safety meetings.

### **Supervisor's Responsibility**

The Supervisor is responsible for ensuring that Safety Meetings are conducted and documented.

### **Crew's Responsibility**

The crew is responsible for attending and participating in all Safety Meetings.

**Pioneer Production Services, INC**

**Safety and Environmental Management  
System Manual**

**Section 8**



**Assurance of Quality and Mechanical  
Integrity**

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## Preventive Maintenance Plan (PMP)

### PURPOSE

The purpose of the preventive maintenance plan is to maximize the useful life of all PIONEER PRODUCTION SERVICES, INC equipment systems. Preventive maintenance efforts range from visual inspections only to performance testing and analysis; from minor adjustment, cleaning and/or lubrication to complete overhauls; from reconditioning to components replacement. The Preventive Maintenance (PM) Plan has been designed to protect company assets and extend the life of equipment, enabling us to provide uninterrupted service to our clients. It is our desire to maintain equipment before it fails, replace equipment before it reaches its projected life span, and anticipate problems before they become emergencies.

### DEFINITIONS

**Component:** A part of a system in each piece of equipment.

**Component Repair or Replacement:** The unscheduled repair or replacement of faulty components, materials, or products caused by factors beyond the control of maintenance personnel.

**Custodial Care:** The day to day and periodic cleaning, painting, and replacement of disposable supplies to maintain the equipment in safe, clean and orderly condition.

**Deferred Maintenance:** Custodial care, routine maintenance, or preventive maintenance that is postponed for lack of funds, resources, or other reasons.



**Title: 8.1 Preventative Maintenance Plan (PMP)**

**Major Maintenance:** Equipment renewal that requires major repair or rehabilitation to protect the equipment.

**Preventive Maintenance:** The regularly scheduled activities that carry out the diagnostic and corrective actions necessary to prevent premature failure or maximize or extend the useful life of equipment and/or its components. It involves a planned and implemented program of inspection, servicing, testing and replacement of systems and components that is cost effective on a life-cycle basis.

**Renewal or Replacement:** A scheduled and anticipated systematic upgrading of equipment to rehabilitate it to a renewed functioning standard.

**System(s):** An assembly of components created to perform specific functions on equipment, such as a mechanical system or electrical system.

**RESPONSIBILITIES**

PIONEER PRODUCTION SERVICES, INC management shall ensure that a preventive maintenance program is developed and maintained for equipment consistent with requirements set forth in this policy. The program shall include preventive maintenance for all corporate properties and facilities. The Senior Facility Manager shall oversee a preventative maintenance program for their facility.

**POLICY**

PIONEER PRODUCTION SERVICES, INC and facility managers will provide for early detection of potential maintenance problems as well as proper care and routine maintenance of all systems and equipment in possession of the company. PIONEER PRODUCTION



**Title: 8.1 Preventative Maintenance Plan (PMP)**

SERVICES, INC will implement a comprehensive preventative maintenance program designed to:

1. Increase useful life of equipment;
2. Ensure safety of personnel using equipment;
3. Prevent costly emergency repairs;
4. Prevent inconvenience and expense due to unscheduled down time of equipment.

The Preventative Maintenance Plan (PMP) is designed to support a safe environment within the company by establishing programs to help ensure the operational reliability of equipment and assessing and managing the risks associated with equipment malfunctions and failures. Preventive maintenance as defined by PIONEER PRODUCTION SERVICES, INC is the utilization of planned services, inspections, adjustments and replacements designed to ensure maximum utilization of equipment at minimum cost. Specifically, preventive maintenance includes cleaning, adjustments, lubrication, minor repairs and parts replacement that are performed on scheduled frequencies according to written preventive maintenance standards. Assigned personnel of PIONEER PRODUCTION SERVICES, INC will utilize a systematic method to periodically inspect and service the various equipment within and around the facility.

**Procedure**

The preventive maintenance program is developed around a physical inventory of equipment as they are physically located in the buildings.

1. PIONEER PRODUCTION SERVICES, INC will provide all the necessary tools, manuals, parts, supplies, and manpower to perform scheduled assignments of the preventive maintenance program. PIONEER PRODUCTION SERVICES, INC will be responsible for maintenance of a record keeping system. These records will

**Title: 8.1 Preventative Maintenance Plan (PMP)**

- include a history of equipment and will illustrate the actual cost and frequency of any unscheduled work performed.
2. The actual performance of work on the equipment will be spot checked on select items and physical inspection conducted by the facility manager or other assigned personnel.
  3. The preventive maintenance program will be concise and easily understood by personnel responsible for performing the work. All persons involved in the program will be oriented to it in order to understand its importance and to ensure that they will carry out their function effectively. Safety will be stressed throughout the entirety of the program. The employees assigned to perform preventive maintenance duties will be trained in all aspects of the program. The program is designed to keep paperwork to a minimum for that employee. All actual work performed will be followed up by a spot inspection as a measure of quality assurance to determine the accuracy and completeness of the work performed.
  4. All equipment will be included in the preventive maintenance program. The importance of the equipment as well as its cost, maintenance requirements, and functions will determine the priority and frequency of inspections. A complete description of what to inspect in each system will include items such as temperature, pressure, voltage, and other readings which are normal for that equipment.
  5. The PM plan will include any technique which is specific or unique to any given piece of equipment. Also included are specifications as to the exact lubricants to be used on equipment and where that lubricant is to be applied. Filters will be specifically defined stating size and the numbers needed. Belt sizes will be listed for

**Title: 8.1 Preventative Maintenance Plan (PMP)**

each specific unit. All other adjustments as required for fine tuning of machinery will be part of the PM program.

6. The scheduling of inspections will cover all equipment inventoried within a time frame conducive to good mechanical operation and physical appearance. The schedule will be flexible to allow for expansion of the program and to allow for unforeseen problems which might arise.
7. The preventive maintenance program will be reviewed periodically and revised as required as a result of streamlining of operations, additions to inventory, or if results of the preventive maintenance program are unacceptable.
8. Equipment listed under the Preventive Maintenance program shall be selected by criteria established under the plan. The preventive maintenance program is developed around a complete physical inventory of all critical equipment located at PIONEER PRODUCTION SERVICES, INC facilities. This inventory includes all subsystems of major equipment. Specifically, the inventory includes all components of the:
  - Air Compressors
  - ATVs
  - Backhoes
  - Bobcats
  - Cranes
  - Excavators
  - Forklifts
  - Cherry Pickers
  - Trailers

**Title: 8.1 Preventative Maintenance Plan (PMP)**

- Vehicles
- Vessels
- Welding Machines

### **Record Keeping**

The preventive maintenance program should be well-documented as to scope and frequency of maintenance. Record all routine maintenance activities and the results of routine testing for trending purposes. The Senior Facilities Manager will document all repair and/or replacement of components and equipment. Ensure that spare parts inventories are updated for any new equipment added based on the manufacturer's recommendations.

### **Standards**

Any preventive maintenance program will be performed in accordance with accepted industry standards and work / safety practices and any operation and maintenance manuals.

### **Training / Education:**

Training on maintenance and safety should be provided to PIONEER PRODUCTION SERVICES, INC staff as part of new employee orientation. Additional training occurs on receipt of new equipment and as needed thereafter.

### **Auditing / Monitoring:**

Any variances related to non-compliance with this policy will be identified by the Facilities Manager. When a negative variance is identified, the Facilities Manager will notify PIONEER PRODUCTION SERVICES, INC Senior Management for follow-up and investigation. The investigation of significant events will be followed by additional training to help prevent their recurrence.

# **Pioneer Production Services, INC**

## **Safety and Environmental Management System Manual**

### **Section 9**



### **Pre Start-Up Review**

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## **Pre-Job Safety Meeting Checklist**

The Pre-Job Safety Meeting Checklist and Rigger Checklist is one of most valuable tools available in accident prevention. The Pre-Job Safety Meeting checklist format is designed to be a simple and effective safety tool to be used prior to beginning any routine job task that does not require a (JSA) Job Safety Analysis. Using proper planning techniques prior to beginning any job can prevent unwanted incidents and accidents before they occur.

### **Use the checklist to make sure that:**

- you have the right equipment for the job
- personnel understand how to safely do the job
- the proper safety procedure to do the job is in place

After the meeting, the supervisor signs along with those in attendance. *It's that simple and it will prevent accidents!*

If there are personnel involved in the work that have never performed the job before, a Pre-Job Safety Meeting should be conducted. If there is any doubt about whether or not to conduct the Pre-Job Safety Meeting, the job supervisor should conduct a Pre Job Safety meeting.

### ***Pre-Job Safety Meeting topics include, but are not limited to:***

- Operations that involve the housekeeping, material handling (manual or mechanical), and the use of hand or power tools, etc.
- any change in personnel or job conditions (environmental, mechanical, etc.) after the job has begun
- proceeding with a job in which a near miss, an incident, or lack of performance occurred

**Title: 9.1 Pre-Job Safety Meetings**

- using or handling hazardous chemicals
- any job requiring a Permit to Work for:
  - confined space entry
  - lock-out/tag-out (electrical/mechanical isolation)
  - hot work/cold work (work at heights, work over the side)
- Any time a member of the work group requests a Pre-Job Safety Meeting.

**Rigger Checklist**

The Rigger Checklist is designed to be conducted in conjunction with the Pre-Job Safety Meeting Checklist whenever the job scope consists of any crane or rigging operation.



## Job Safety and Environmental Analysis: Guidelines Overview

**Purpose** This guide was prepared to assist with training personnel to conduct Job Safety and Environmental Analyses (JSEA's). It explains *why* JSEA's are important, and *how* to do them.

**Within this Document** This document is composed of the following sections:

Topic	See Page
Overview	2
The JSEA Process	4
Attachment 1: JSEA Process Map	8
Attachment 2: JSEA Form	9

**Why do JSEA's?** Job Safety and Environmental Analysis is a technique used to:

- Improve job planning,
- Help employees to recognize potential hazards,
- Engage all employees in determining the needed safety precautions,
- Assure that all employees are following proper work practices, and
- Assure good lines of communication of all involved in the job.

By applying the JSEA process to each job task, we will reduce the number of accidents and injuries that occur. Planning and communication tools like the JSEA process have been proven to reduce incidents when used consistently.

**What is Required?** The JSEA process is to be a routine part of job planning. Specifically:

- JSEA's shall be used to plan all jobs, routine and non-routine.
- All personnel involved in the JSEA process will receive appropriate instruction in the JSEA technique.
- Line management will participate in JSEA development and review.
- When work being performed must deviate from the JSEA, the job should be suspended and the JSEA revised and communicated to all involved before work resumes.
- JSEA forms should be filed to satisfy audit requirements and to be used as resources on future jobs.

**Who performs the JSEA?**

JSEA preparation is a group activity coordinated by the job supervisor. The supervisor will complete the first draft of the JSEA form. The supervisor will be responsible for engaging all employees working on the job in the review process: reviewing the proposed sequence of job steps, identifying hazards and determining the necessary safeguards. A JSEA review meeting should be held immediately preceding the work, so that the actual work environment will be known and the JSEA can be used to familiarize the crew with the job. The JSEA form must be reviewed and signed by all who will work on the job.

**Monitoring the JSEA Process**

Formal Audits:

Senior management is accountable for ensuring that periodic audits of the JSEA process are conducted. Formal audits should be conducted on a regular basis. Audit findings should be documented and communicated to those responsible for implementing the process. Improvement actions should be identified and implemented to address any shortfalls identified in the audit process.

Routine Monitoring:

On-site supervisors and customer representatives should routinely monitor the JSEA process on their jobs. They should check to see that:

- the process is being applied effectively,
- safety and environmental hazards are being identified and addressed
- the right people are involved in JSEA preparation and communications
- JSEA's are followed once the job commences
- Jobs are suspended and JSEA's modified when conditions change.

Shortfalls identified during routine monitoring should be corrected immediately at the local level. If this is not possible, the next level of supervision should be engaged.

## The JSEA Process

### Process Overview

A process map showing the Job Safety and Environmental Analysis Process is included as Attachment 1. A JSEA Analysis can be conducted in six basic steps:

Step	Action	Who
1	Select the job for analysis	Supervisor
2	Break the job down into steps	Supervisor – Draft Supervisor and Crew - Validate
3	Identify hazards and potential accident causes	Same as Step 2
4	Develop Solutions	Same as Step 2
5	Review and Buy In	Same as Step 2
6	Modify JSEA if Conditions Change	Same as Step 2

### Step 1: Select the Job for Analysis

First, define the job to be analyzed. Large work packages should be divided into smaller jobs or tasks, and these should be analyzed using the JSEA process.

- Jobs suitable for JSEA usually contain no more than 8 steps and can be performed in a day or less.

*Continued on next page*

**Step 2:  
Break the Job  
down into  
Steps**

The job should be broken down into a sequence of steps, or actions, required to perform the job. The breakdown should not be so detailed that an unnecessarily large number of steps result, or so general that basic steps are not recorded.

To determine the basic job steps, ask:

- “What action starts the job?”, then
- “What must be done next?”,
- And so on, until the entire job is described.

The description of each step should begin with an action word, like “Remove”, “Open”, “Weld”, “Secure”, etc.

Pre-job preparations (inspections, lock-out / tag-out, etc.) and post-job requirements (clean-up, removal of locks and tags, etc.) should be included in the job steps.

The job steps should be reviewed with experienced employees and those who will do the work to be sure that the order is correct and no steps have been left out.

*Continued on next page*

**Step 3:  
Identify  
Hazards and  
Potential  
Accident  
Causes**

The purpose of this step is to identify all potential hazards associated with each step. Hazards introduced by the work environment and the job tasks should both be considered.

The following questions can be used to help identify hazards:

- Is there a danger of striking against, being struck by, or making other undesired contact with an object or machinery?
- Can an employee be caught in, by, or between objects or machinery?
- Is there potential for a slip, trip or fall on the same level or to another?
- Can employees strain themselves by pushing, pulling, lifting, bending, or twisting?
- Are all energy sources (electrical, mechanical, and process) controlled for protection?

Other resources, such as Hazard Registers, can also be used to identify hazards.

Record the hazards identified in the “**Potential Accidents or Hazards**” column of the JSEA form using the following format: “*Undesired result + hazard*”.

For example, “Struck by hammer”, “Slip on wet floor”, “Shocked by electric motor”, “Burned by hot metal”, “and Fall from elevated work platform”.

**Step 4:  
Develop  
Solutions**

Next, those involved in the job must recommend safe job procedures, or solutions, to prevent the “Potential Accidents” identified in Step 3. Potential solutions must be “observable acts” and may include:

- Find a new way to do the job.
- Change the physical condition that creates the hazard
- Change the work procedure
- Use proper safety equipment or safe practices
- Reduce the task frequency (particularly helpful in maintenance and material handling)

A solution must be developed for each hazard identified. Solutions should be recorded in the “**Recommendations to Eliminate or Reduce Potential Hazards**” column of the JSEA form. Precisely state what to do and how to do it. Job Steps should be modified, if necessary. If steps are modified, they should be reviewed again to see if any new hazards have been introduced. Required safety equipment and PPE should be recorded on the JSEA form.

---

**Step 5:  
Review and  
Buy-in**

All workers should review the completed JSEA form. They should indicate their agreement with the Job Steps to be performed and the safety precautions to be taken by printing and signing the form.

Any other people or groups that may be impacted by the work described on the JSEA should be made aware of the planned work and associated hazards or interface concerns. This can be accomplished through the location's Permit to Work System, planning meetings, or other site-specific methods of communication.

At this point, work may begin.

---

**Step 6:  
Modify JSEA  
If Conditions  
Change**

The job must be suspended and the JSEA must be reviewed if the conditions surrounding the job change, for example:

- The work environment changes due to simultaneous activities, weather, or other causes
- The personnel on the job change
- The tools or equipment to be used change
- If any unforeseen hazard arises in the environment, equipment, or job plan.

Before work can resume:

- Corrective measures need to be taken to analyze the new condition.
  - The JSEA must be modified to reflect changes,
  - changes must be communicated to all involved, and
  - The workers must sign off on the modified form.
-



### **Permit Authority and Authorized Designate**

The Permit Authority and Authorized Designate should be fully conversant with the Permit to Work System

They should ensure that:

- All work requiring a permit is clearly identified.
- The permit contains a clear description of the work scope, location, start time and duration.
- Conflicting permits are cross-referenced clearly and effectively.
- Conflicting work, which could cause a hazard, if allowed to continue at the same time is made safe or suspended.
- All persons involved in permit controlled operations are identified.
- The effectiveness of permit control is not impaired by shift changes.
- A percentage (as appropriate) of permit issued each day is audited to ensure compliance with the system and maintenance of accurate records.
- Records are maintained in compliance with statutory requirements.
- All personnel working within the Permit to Work System are trained in its use and maintenance of adequate records.

### **Responsible Person (Permit Holder)**

The Responsible Person (Permit Holder) shall be fully conversant with the operation and function of the Permit to Work System and in particular, individual function within the system. The Responsible Person (Permit Holder) is, among other things, the person who completes the permit.

The Responsible Person (Permit Holder) will be of supervisor status and can be a company or third party employee. This should be dependent upon the scope of the work involved and the nature of the permit.

The Responsible Person (Permit Holder) should be familiar with the area concerned as well as the task and is charged with ensuring that:

- All hazards associated with the proposed task have been identified.
- All steps to ensure the safety of the site and the unit have been identified.
- The work site has been examined and all precautions specified, including isolation, to be taken prior to the work starting, have been taken and will remain effective while the permit is in force.
- Appoint the competent worker(s).
- Appoint the person who may have to accompany the competent worker(s).
- The Competent Worker(s) are fully aware of the precautions taken, any additional precautions to be taken, and procedures to be followed for the duration of the permit.
- Any additional requirements may be recorded on the permit.
- Warrant that the attached instructions are fully understood and adhered to.
- Issue the Permit to Work to the competent worker(s).
- A copy of the permit is on display in the control room and, if practical, at the work site.
- The work site is examined upon completion of the work and/or close out of the permit, whichever comes first.
- Detail circumstances under which the permit automatically becomes invalid.
- Details of the permit requirements, status of work and work site on no completed work are handed over at shift change.



**Title: 9.3 Permit to Work**

- Any necessary training or instruction is given to workers to ensure that they understand the Permit to Work System and procedures in general and specific precautions required for their particular job.
- Any work requiring a permit is not started until the permit has been authorized and issued.
- The Permit Authority or Authorized Designate is informed of the completion of the permit controlled work or invalidation of the permit due to a change in work scope or identification of new or additional hazards.
- The Responsible Person (Permit Holder) signs agreeing and accepting responsibility for the safe implementation of the task.
- It is accepted that the Responsible Person (Permit Holder) may, in some cases, also be the Competent Worker.
- It must be stressed that the Responsible Person (Permit Holder) is both responsible and accountable for their part in the safe implementation of the Permit to Work System.

**Competent Worker**

The Competent Worker shall:

- Have a good general understanding of the Permit to Work System and procedures, which may be required in any location at which they may have to work.
- Have a good detailed working knowledge of the Permit to Work System and specific procedures that apply to the job.
- Ensure that they do not start any work on any job requiring a permit until the permit has been authorized and issued.
- Ensure that they fully understand and comply with the conditions and precautions specified on the permit issued.
- Report immediately, to the Responsible Person (Permit Holder), any changes, which may affect the validity of the permit.

- It must be stressed that the Competent Worker is responsible and accountable to work safely in accordance with the Permit to Work instructions.

### **Permit Close Out**

- Permit Close Out gives details of the status of the work and the condition of the work site at the time of completion, or work close out, whichever is soonest.
- When the work to which a permit relates has been completed or ceased, it is the duty of the Competent Worker to whom the permit has been issued to:
  - Make the work site safe.
  - Indicate on the permit the status of the work and the work site.
  - Inform 'Other persons to be notified' of the status of the work.
  - Deliver the work permit to the Responsible Person (Permit Holder).
- Upon receipt of the work permit, the Responsible Person (Permit Holder) shall check and to ensure that the work details provided by the Competent Worker are correct and shall confirm that the work site has been left in safe condition.
- The Responsible Person shall then sign and return the completed permit to the Permit Authority or Authorized Designate for close out.
- The Permit Authority shall ensure that a record of issue and return to work permits is preserved and kept for a period of one year from the date of issue.
- If there is a delay in completion of the work, such as waiting on parts, the permit should be closed out and reissued.
- Permits which have not been closed out but for which work has not been completed should be kept visible and identifiable. They should not be removed or filed until reissue of Permit to Work has been completed.

# **Pioneer Production Services, INC**

## **Safety and Environmental Management System Manual**

### **Section 10**



### **Emergency Response and Control**

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**Title: 10.1 Employee Emergency Plans**

**PURPOSE**

Emergency procedures should be available for all emergency situations that can reasonably be anticipated. Accurate procedures allow for rapid, organized and safe response. Examples of the type of situations that should have emergency procedures are:

- Injury accidents,
- Vehicle accidents,
- Vessel accidents,
- Etc.

Supervisors are responsible for ensuring that emergency procedures are available for all emergency situations that may arise in their operations. The health and safety of ALLPORT SERVICES, LLC employees, sub-contractors and the public shall always be the primary objective of this plan.

**IF AT ANYTIME THE SAFETY OF THE PUBLIC, THE SAFETY OF ALLPORT SERVICES, LLC EMPLOYEES OR THE WELFARE TO THE ENVIRONMENT IS AT RISK, THE EMERGENCY RESPONSE COORDINATOR SHALL BE NOTIFIED. AT NO TIME SHOULD EMERGENCY MEDICAL ATTENTION BE DELAYED TO GATHER ACCIDENT OR PERSONAL INFORMATION.**

**CHAIN OF COMMAND**

This plan describes the responsibilities of the “Emergency Response Coordinator”. The “Emergency Response Coordinator” is trained to respond quickly and effectively to any emergency that may result from Blanchard Contractors activities.

**EMERGENCY RESPONSE COORDINATOR SHALL:**



Section 10: Emergency Response and Control

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Approved by: TPC

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**Title: 10.1 Employee Emergency Plans**

- Coordinate actions of federal, state, and local emergency response agencies.
- Communicate with news media
- Secure necessary assistance from contractors and vendors to secure and protect the safety of the public, PIONEER PRODUCTION SERVICES, INC employees and the environment.

**EMERGENCY REPOSE COORDINATOR ALTERNATE SHALL:**

- Assume command of the Emergency Response if the Emergency Response Coordinator is unavailable.
- Be empowered to facilitate an effective response as the situation dictates.

**EMERGENCY RESPONSE CONTACT LIST**

Emergency Response Coordinator.....Travis Cantrelle

Office: (985)-325-3941                      Cell: (985) 677-1995

Emergency Response Alternate.....Wayne Bourg

Office: (985)-325-3941                      Cell: (985) 805-0518

Emergency Response Alternate.....

Office: ( )                                      Cell: ( )

Occupational Medical Facility.....Occupational Medical Services (O.M.S.)

Office: (985) 223-0032                      Fax: (985) 872-6670

Hospital.....Terrebonne General Medical Center

Emergency: (985) 873-4150                      Operator: (985) 873-4141



**Title: 10.1 Employee Emergency Plans**

Parish Police Department.....Lafourche Parish Sheriffs Office

Dispatch: (985) 632-5843                      Emergency: 911

Local Ambulance Service.....Lafourche Ambulance District #1

Office: (985) 632-7192                      Emergency: 911

Local Aero Medical.....Acadian Air Med

Office: 1-800-259-3333                      Emergency: 911

Local Fire Service.....Lafourche Fire District #3

Office: (985) 632-8068                      Emergency: 911

State Police.....Louisiana State Police

Office: (800) 659-5907                      Emergency: 911

Spill or Discharge in Water.....United Sates Coast Guard

Office: (985) 868-5595                      Emergency: 911

Spill or Discharge in Water.....National Response Center

Office: (800) 424-8802                      Emergency: 911

**When possible, and the situation at hand warrants, all BCI employees sustaining non-life threatening injuries should be transported to an Occupational Medical Clinic, preferably Occupational Medicine Services in Houma, Louisiana. Also, injured employees should be transported or met by an PIONEER PRODUCTION SERVICES, INC supervisor or member of the Safety Department, to assure appropriate case management.**



*144 Valhi Lagoon Crossing, Houma, LA 70360*

### **MINOR INJURY / ILLNESS**

In the event of any minor injury/illness, to any person, as a result of PIONEER PRODUCTION SERVICES, INC activities, the following procedures shall be implemented:

- Immediately provide Basic First Aid as necessary.
- Notify Supervisor.
- Notify Emergency Response Coordinator or designated alternate. Be prepared to give:
  - The exact nature of the injury/illness.
  - The individual's name, location and contact information.
  - Disposition (what care has been given).
- Follow Emergency Response Coordinators' instructions.
- If medical attention is required or requested, the supervisor should contact the Emergency Response Coordinator and the respective client if applicable.
- The Emergency Response Coordinator or Safety Department will arrange for the employee to be medically evaluated, preferably at an Occupational Medical Facility.
- An employee representative should accompany injured or ill employees requiring evaluation at a medical facility.
- The accompanying employee should speak to the attending physician to:
  - Explain the company's injury/illness management policies.



**Title: 10.1 Employee Emergency Plans**

- Request the doctor's report.
  - Request a release to duty form.
  - Post accident drug/alcohol testing.
  - Use of over the counter medications or samples in lieu of prescription medications.
  - Schedule follow-up care.
- Complete and fax or e-mail the injury/accident report and witness statements to the Emergency Response Coordinator or the Safety Department as soon as practicable, with originals to follow.

**MAJOR INJURY / ILLNESS**

In the event of any major injury/illness, to any person, as a result of PIONEER PRODUCTION SERVICES, INC activities, the following procedures shall be implemented:

- Immediately provide Basic First Aid/CPR as necessary.
- In the case of severe injury or illness, 911 may be contacted prior to contacting the Supervisor or Emergency Response Coordinator to prevent delay. If this is done, the Supervisor and Emergency Response Coordinator must be notified immediately afterwards. For areas where 911 is not available and paramedics are not on site, the numbers to local ambulance service or hospitals must be conspicuously posted in case of emergency.
- Notify Supervisor.
- Notify Emergency Response Coordinator or designated alternate. Be prepared to give:
  - The exact nature of the injury/illness.
  - The individual's name, location and contact information.
  - Disposition (what care has been given).



**Title: 10.1 Employee Emergency Plans**

- Follow Emergency Response Coordinators' instructions.
- If medical attention is required or requested, the supervisor should contact the Emergency Response Coordinator and the respective client if applicable.
- The Emergency Response Coordinator or Safety Department will arrange for the employee to be medically evaluated.
- An employee representative should accompany injured or ill employees requiring evaluation at a medical facility.
- Complete and fax or e-mail the injury/accident report and witness statements to the Emergency Response Coordinator or the Safety Department as soon as practicable, with originals to follow.

**AUTOMOBILE ACCIDENT**

Any automotive accident involving a company owned, rented or leased vehicle, major or minor, MUST be reported as soon as possible. Required company, and any necessary federal and state accident forms/reports MUST be completed. In the event an automobile accident occurs that results in an injury or Property loss, the following procedures shall be implemented:

- Immediately notify PIONEER PRODUCTION SERVICES, INC supervisor or the Emergency response coordinator or the designated alternate.
- Follow emergency response coordinator instructions.
- Immediately provide Basic First Aid as necessary.
- Obtain injured person's information if possible.
- Obtain information from persons' involved in the accident and witnesses.
- Complete in detail, the incident/accident report form.
- Transmit, by facsimile, the accident information immediately to the Emergency Response Coordinator.

**Title: 10.1 Employee Emergency Plans**

- Employees involved in any type of accident, regardless of fault, will be required to submit to drug/alcohol screening as soon after the accident as practicable.

**ASSISTANCE TO DRIVER AND PASSENGER FORM**

**(To Be Kept in Vehicle)**

After a crash, it is essential that you remain calm and follow a logical procedure in order to manage the situation. We suggest the following procedure:

- Ensure you and your passengers are safe;
- Check on the welfare of third parties;
- Render first aid if required; and
- Contact emergency authorities (if required).

<b>Insert Emergency Response Telephone Numbers</b>	
<b>Fire</b>	
<b>Police</b>	
<b>Ambulance</b>	

Contact your supervisor or HSE Dept. and advise the following:

- SUPERVISOR NUMBER—Insert Here:** \_\_\_\_\_;
- HSE Dept. Number: \_\_\_\_\_;
- The identity of the driver(s) and vehicle(s) involved;
- The time and geographic location of the accident or incident;
- The extent of damage or injuries;
- Type and condition of cargo and/or passengers;
- Condition of the vehicle;

**Title: 10.1 Employee Emergency Plans**

- h) A brief description of the events that resulted in the accident;
- i) If cargo containment and handling procedures including hazardous materials are required;
- j) Weather conditions;
- k) Police involvement;
- l) Any additional support required at the scene;
- m) Obtain contact details of any witnesses (record their observations);
- n) Control traffic hazards;
- o) Take notes and draw the crash scene; and Do not admit liability.

**VESSEL ACCIDENT / DAMAGE**

In the event an accident occurs that results in an incident or damage to a vessel, the following flow chart shall be implemented:

- Secure vessel.
- Obtain information from vessels involved in the accident and all witnesses.
- Notify PIONEER PRODUCTION SERVICES, INC supervisor or the Emergency response coordinator or the designated alternate.
- Follow emergency response coordinator instructions.
- Complete in detail, the incident report form provided.
- Transmit, by facsimile, the accident information immediately to the Emergency Response Coordinator.

**SPILL / ACCIDENTAL DISCHARGE**

The vessel Captain is responsible for safe operation and activities of his or her vessel and crew. All equipment, products and ship's stores that have the potential to negatively impact the environment should be stowed appropriately, so as not to pose an immediate spill situation. All

**Title: 10.1 Employee Emergency Plans**

employees shall have the appropriate training associated with the response and containment of potential spills. When faced with a spill, he or she will initiate several actions simultaneously:

- Control the source of the spill
- Notifications
- Containment
- Clean up

The Captain must ensure the safety of his or her crew and passengers. He or she will remain in charge unless relieved by a Qualified Individual or other official acting under the authority of a Qualified Individual. The vessel captain is responsible for assuring proper housekeeping and best management practices are utilized onboard, to minimize the possibility of spills. The vessel Captain should assure proper communications, in addition to the specific instructions that follow.

- Direct the crew to take the necessary actions to protect life and property and to control the source of the discharge. This includes the muster and deployment of spill containment kits, materials and supplies to adequately handle the spill.
- If oil is in the water, or has the potential of entering the water, deploy available boom. Respond according to MSDS for Noxious Liquid Substance (NLS) incidents. Things to consider when dealing with an NLS response are PPE, physical properties of the NLS, containment, response, decontamination, and disposal appropriate for the NLS in question.
- Make the proper notifications.



**Title: 10.2 Hurricane Response Plan**

**Purpose**

Describe the PIONEER PRODUCTION SERVICES, INC hurricane response plan.

**Scope**

All PIONEER PRODUCTION SERVICES, INC offshore and shore based personnel.

**Policy**

**HURRICANE RESPONSE**

The hurricane preparedness procedure is for the purpose of providing maximum safety for all personnel in the event of a storm threat. It is intended that all precautions will be taken sufficiently in advance to prevent increasing risk to personnel and equipment involved any activity inherent to preparing for the hurricane. A well executed program will require careful planning and close cooperation by all persons involved. In all cases personnel safety will be the foremost consideration.

The hurricane response team includes the following departments: operations, maintenance, safety and personnel. The team is responsible for updating, publishing and distribution of hurricane preparation, securing and evacuation procedures.

Supervisors are responsible for frequent monitoring of weather conditions and for making on-site inspections of conditions as needed to determine whether emergency precautions should be initiated prior to the time forecasted by weather advisories. Each Supervisor has the responsibility and authority to safeguard personnel and equipment at their location. Any indications of worsening local conditions should be reported to the Operations Manager, or on-call personnel. The decision to evacuate will be the responsibility of management, based upon



**Title: 10.2 Hurricane Response Plan**

recommendations of on-site personnel and Operations Manager in conjunction with the customer's evacuation plan. In the event communication is lost between the work crews and the office, the Supervisor has the responsibility and authority to order evacuation.

**COMPANY HURRICANE CONDITIONS**

**Phase 1:** Becomes effective when a hurricane or severe tropical disturbance develops which could move into our area of operations, regardless of storm location.

**Phase 2:** Becomes effective when a hurricane or severe tropical disturbance develops in, or enters, the Gulf of Mexico.

**Phase 3:** Becomes effective when high winds ahead of the hurricane or tropical disturbance are within **48** hours of the area of operations.

**Phase 4:** Becomes effective when high winds ahead of the hurricane or tropical disturbance are within **24** hours of the area of operations.

**ACTIONS**

**Phase 1**

Operations and Safety Departments should monitor the crew's locations and have all of the crews affected verified that fuel and supplies are sufficient. Also, an updated list of crews should be obtained and updated on a regular basis until storm warnings are discontinued. Communications should be regularly maintained. Continue present operations, but be prepared to change operations on instructions from shore based operations. This may be dictated by weather forecasts, storm track and position.



**Title: 10.2 Hurricane Response Plan**

Office - All managers will be notified of the storm condition status as well as any changes.

**Phase 2**

Work Crews should secure all loose gear and determine either a safe harbor plan or a possible route to circumnavigate the storm. Supervisors should create an inventory of all equipment and take pictures of all equipment if possible. Plans should be approved by PIONEER PRODUCTION SERVICES, INC Operations. Vessels and/or barges affected by the storm should check-in every 12 hours by any means of communication possible. Supervisors should consult with client/customer to coordinate evacuation plan.

Office - Management should meet with employees to determine what projects need to be completed prior to evacuating the office. Steps should be taken to wrap up these projects promptly. Yard crews should begin securing the office facilities and clearing the grounds of any loose objects. Set up radio and weather watch to observe and record weather conditions. Yard Supervisor should inspect that adequate supplies i.e. Generators, fuel, etc. are available for emergency response.

**Phase 3**

Work Crews should execute evacuation plans immediately and ensure that all remaining equipment is removed or secured from vulnerable areas. Continually monitor weather information and maintain contact with PIONEER PRODUCTION SERVICES, INC operations manager regarding evacuation status.

Office – Management should release all unnecessary personnel and secure their respective departments. All office personnel will be released when feasible.





**Title: 10.2 Hurricane Response Plan**

**Phase 4**

Vessel – Vessels and/or barges should be securely moored, anchored, or in transit around the storm, and should stay in contact with the Operations department.

Office - All office personnel should be released and seeking safety from the storm. All office personnel should remain in contact with PIONEER PRODUCTION SERVICES, INC Operations Manager.

**AFTER THE STORM**

Work Crews - As soon as it is safe to resume operations, personnel should contact the Personnel Manager for further instructions.

Office - All office personnel should contact their respective supervisors for information regarding resumption of operations at the office.

**THE HURRICANE RESPONSE TEAM**

Sr. Operations Manager:

General Manager:

HSE Director:

HR Manager:

# **Pioneer Production Services, INC**

## **Safety and Environmental Management System Manual**

### **Section 11**



### **Investigations and Audits**

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## INCIDENT INVESTIGATIONS

### 1. Purpose

1.1. The purpose of this policy is to ensure that PIONEER PRODUCTION SERVICES, INC has the resources to thoroughly investigate any incident in a timely manner and communicate the investigation findings to the appropriate parties involved, as well as company personnel. All incidents LTA's, Recordable, and Incidents identified high and/or Serious in the Risk Matrix should be investigated by the HSE department.

### 2. Training

2.1. Incident reporting and emergency response are trained annually through the 52 week training matrix.

2.2. Supervisors will be trained in:

#### 2.2.1. First Aid Response

2.2.1.1. First aid response equipment is supplied for every job site as well as other tools for the treatment of the employee if needed.

#### 2.2.2. Initial Investigation

2.2.2.1. Incident investigations are to be conducted as soon as possible after the accident itself, as facts are clearer, more details remembered, and the conditions are nearest those at the time of the accident. **Initial identification of evidence immediately following the incident might include a listing of people, equipment, and**

**Title: 11.1 Incident and Accident Investigations**

materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and physical factors such as fatigue, age, and medical conditions.

**2.2.3. Reporting/Proper Paperwork**

2.2.3.1. The supervisor on the jobsite will report all incidents to the HSE department immediately. Incidents requiring OSHA notifications will be done within 8 hours, and the client will be notified within 24 hours. Proper paperwork will be supplied in the supervisor binder which every supervisor is required to have onsite at all times

**2.2.4. Distribution of findings**

2.2.4.1. Once investigation is complete, an Incident Investigation Report will be put together by the HSE department and distributed company wide, and to the client. All crews companywide shall hold stand down meetings discussing the investigation report.

**3. Investigation**

3.1. Incident investigations are to be conducted as soon as possible after the accident itself, as facts are clearer, more details remembered, and the conditions are nearest those at the time of the accident. All incidents, no matter how severe, shall be investigated, and findings will be distributed to the appropriate parties and companywide in a effort to prevent further incidents.

3.2. All equipment needed for the investigation and gathering of evidence will be on hand prior to and during the investigation process and shall be site specific as determined by the person heading the investigation.

3.2.1. Responsibilities for the investigation will be determined prior to an incident occurring and shall be site specific.

3.3. All factors/evidence of the incident, i.e., equipment, people, materials, environmental factors will be identified in the root cause analysis at the beginning of the investigation.

3.4. Evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.

3.5. The accident investigation will be conducted in the following manner:

3.5.1. Interview the worker who had the accident, medical considerations permitting.

3.5.2. Interview all other crewmembers and supervisors involved in the accident and they must complete witness statements to be filed with the incident report.

3.5.2.1. The person conducting the investigation shall be trained in conducting interviews and taking statements. They will be responsible ensuring interviews are conducted in secure locations, locating appropriate witnesses, ensuring that testimony is unbiased, and ensuring that interviewees are available for follow up interviews if needed.

3.5.3. Determine the facts, based on all information gathered.

3.5.4. Determine who had the most control over what inflicted the injury or damage.

3.5.5. Determine all factors or causes which led to the accident.

3.5.6. Take steps to prevent a similar accident from happening again.

3.5.7. Document the investigation on the Accident Investigation Report form.

3.5 All equipment directly involved will be taken out of service until root cause is completed, and equipment is properly inspected and approved for work by qualified personnel.

#### **4. Investigation Report**

4.1. Once investigation is complete, an Incident Investigation Report will be put together by the HSE department and distributed company wide, and to the client. All crews companywide shall hold stand down meetings discussing the investigation report.

4.2. The Incident Investigation Report shall include:

4.2.1. Date and location of the incident

4.2.2. Type of incident

4.2.3. Detailed description of the incident

4.2.4. Any evidence and pictures of incident area.

4.2.5. Contributing Factors

4.2.6. Factors of the incident/ incident response that were handled correctly



**Title: 11.1 Incident and Accident Investigations**

4.2.7. Factors of the incident/ incident response that were handled incorrectly

4.2.8. Lessons learned

4.2.9. Corrective actions



# **Pioneer Production Services, INC**

## **Safety and Environmental Management System Manual**

### **Section 12**



### **Logs and Forms**

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# *ACCIDENT INVESTIGATION REPORT*

**Project Details** *(Please print clearly)*

Job #: _____	Date of Incident: _____	
Job Description: _____		
Project Superintendent: _____		
Project Manager: _____		
Job Location: _____	_____	_____
	Client	City State
Foreman/Immediate Supervisor: _____		

*Within two workdays (Jobsite workdays) of the incident, the Field Safety Rep. must prepare an Accident Investigation Report and submit to the HSE Manager*

*September, 2008*

**Distribution:**

- Field Copy*
- HSE Copy*

# ACCIDENT INVESTIGATION REPORT

## Type of Incident *(Check all that apply)*

Personal Injury?  Yes  No

Property Damage?  Yes  No

Equipment Damage?  Yes  No

Type of Equip. \_\_\_\_\_

Rental?  Yes  No

Company Owned?  Yes  No (COE# \_\_\_\_\_)

Pioneer employees were involved in incident?  Yes  No

Sudden and incidental pollutant discharge?  Yes  No

Motor Vehicle?  Yes  No

Trailer involved?  Yes  No

Incident occurred on public roadway  Yes  No

Number of vehicles involved? \_\_\_\_\_

Company owned?  Yes  No (# \_\_\_\_\_)

Number of passengers in Allport vehicle? \_\_\_\_\_

Non-Pioneer vehicle involved?  Yes  No

Number of Passengers in other vehicles? \_\_\_\_\_

## Employee Information *(Print Clearly)*

*(This section should be completed and attached for each individual involved in this incident.)*

Name of employee: \_\_\_\_\_  
First - Middle Initial - Last

Employer if other than Allport \_\_\_\_\_

Social security number: \_\_\_\_\_

Occupation (craft): \_\_\_\_\_

Employee's Current address: \_\_\_\_\_ Phone number: ( \_\_\_\_\_ ) \_\_\_\_\_

Approximate Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_  Male  Female How long employed on crew: \_\_\_\_\_

Years experience in occupation: \_\_\_\_\_ Has employee been employed by Pioneer more than 90 days?  Yes  No

## Incident Description *(Print Clearly) Describe what happened.*

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If you need more room, Please attach additional sheets.

Additional sheets are attached  Yes  No

## Supportive Information *(Print Clearly)*

**Incident Details:** Exact place of the incident: \_\_\_\_\_

Date incident occurred: \_\_\_\_\_ Exact time of incident: \_\_\_\_\_  AM  PM

Day of the week incident occurred: \_\_\_\_\_ Location of Supervisor at the time: \_\_\_\_\_

Was a JSEA developed for this activity?  Yes  No is a copy attached?  Yes  No

Weather conditions: *(Check all that apply)*  Cold  Windy  Raining  Muddy  Hot  Sunny  Dry

Number of Pioneer employees on site: \_\_\_\_\_ Number of Pioneer employees being supervised by Immediate Supervisor: \_\_\_\_\_

**Notification of incident to Supervisor:** To who was it reported? \_\_\_\_\_

Date employee reported incident: \_\_\_\_\_ Time incident was reported: \_\_\_\_\_  AM  PM

Investigated By: \_\_\_\_\_ Date Completed: \_\_\_\_\_

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**Incident Notification** *It is the Superintendent's responsibility to report directly to the Emergency Response Coordinator.*

Was the incident reported to the Pioneer Emergency Response Coordinator?"  Yes  No  
If so, date reported: \_\_\_\_\_ By whom: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM  
How was the incident reported?  in person  by e-mail  by phone  by fax  other \_\_\_\_\_

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**Treatment Provided**

None  Jobsite First Aid  Clinic: \_\_\_\_\_  Hospital: \_\_\_\_\_  Doctor: \_\_\_\_\_  
Was First Aid administered by a person other than a Pioneer employee?  Yes  No  
Date admitted: \_\_\_\_\_ Discharged: \_\_\_\_\_  
Date admitted: \_\_\_\_\_ Discharged: \_\_\_\_\_  
Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Is follow up visit necessary?  Yes  No Was employee eligible to return to work?  Yes  No  
Was a post accident test performed for drugs and alcohol?  Yes  No If so, on what date? \_\_\_\_\_

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**Contributing Factors** *(Print clearly) Why did incident happen?*

Incident was caused by:  Injured employee  Another Pioneer employee  A non- Pioneer employee  
Incident was the result of unsafe behavior? Yes  No  Undetermined at this time  
To the best of your knowledge, explain what caused the incident to occur: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*If you need more room, Please attach additional sheets.* *Additional sheets are attached*  Yes  No  
What P.P.E. was being used at the time of the incident? \_\_\_\_\_

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**Corrective Actions** Corrective actions you have taken or are planning on taking to prevent this from happening again:

\_\_\_\_\_  
\_\_\_\_\_  
*If you need more room, Please attach additional sheets.* *Additional sheets are attached*  Yes  No  
Number of incidents under my supervision this year? \_\_\_\_\_ For this employee on this job? \_\_\_\_\_

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**Attachments**

Please indicate the number of additional sheets attached for: (indicate 0 where applicable)  
Employee Information? \_\_\_\_\_ Incident Description? \_\_\_\_\_ Contributing Factors? \_\_\_\_\_ Corrective Actions? \_\_\_\_\_  
Witness Statements? \_\_\_\_\_ JSEA's? \_\_\_\_\_ Diagram / Drawings? \_\_\_\_\_ Photographs? \_\_\_\_\_  
Was Assistance to Driver & Passenger form completed as required for vehicle accidents?  Yes  No Attached?  Yes  No  
Witnesses: \_\_\_\_\_ Statement Attached?  Yes  No Pioneer Employee?  Yes  No  
\_\_\_\_\_ Statement Attached?  Yes  No Pioneer Employee?  Yes  No  
\_\_\_\_\_ Statement Attached?  Yes  No Pioneer Employee?  Yes  No  
*If you need more room, Please attach additional sheets.* *Additional sheets are attached*  Yes  No

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**Acknowledgement**

To the best of my knowledge, the above facts are correct:

\_\_\_\_\_  
*Print Name* *Signature* *Date*



## Aerial Lift Pre-Use Inspection

*(The operator must complete this form at the beginning of each shift)*

Date: \_\_\_\_\_ Man-lift # \_\_\_\_\_ Hour Meter: \_\_\_\_\_

Basic inspection (from ground):	OK	Repair Needed	N/A	Explanation
manufacturer's manual (in place)				
platform/railing (bent, worn, damaged, locking pins)				
tires (worn, air, separating, missing bolts)				
fire extinguisher ( fully charged, sealed)				
horn (operational, loud enough)				
restraining device (good, damaged, secure)				
Backup alarm (working)				
wheel chocks (secures)				

Internal combustion equipment:				
propane tank (date, leak, secure)				
gas cap (secure)				
engine oil (check with engine off)				
radiator (do not check if hot)				
hydraulic fluid (platform down)				
hoses and belts (good repair)				
battery (tight connections, cell levels)				

Battery powered equipment:				
cables and connections (tight)				
cell levels (above plates)				
Plugging control (smooth operation)				

Basic inspection (on manlift):				
Brake pin & linkage				
brake (firm, stops smoothly)				
steering (smooth operation)				
leaks (under manlift)				
hydraulic controls (smooth operation)				
directional controls (smooth operation)				
hydraulic functions (up/down)				
directional controls (smooth operation)				

Additional Comments (other or existing damages):  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspected by: \_\_\_\_\_ Supervisor: \_\_\_\_\_



## Air Compressor Inspection

Date: \_\_\_\_\_ Air Compressor # \_\_\_\_\_ Hour Meter: \_\_\_\_\_

Basic inspection:	OK	Repair Needed	Explanation
Diesel fuel level (topped off)	<input type="checkbox"/>	<input type="checkbox"/>	
Gas Cap (secure)	<input type="checkbox"/>	<input type="checkbox"/>	
Coolant level (do not check if hot)	<input type="checkbox"/>	<input type="checkbox"/>	
Drain the fuel filter and water separator	<input type="checkbox"/>	<input type="checkbox"/>	
Engine oil (check with engine off)	<input type="checkbox"/>	<input type="checkbox"/>	
Hoses and belts	<input type="checkbox"/>	<input type="checkbox"/>	
battery (tight connections, cell levels)	<input type="checkbox"/>	<input type="checkbox"/>	
Gauges	<input type="checkbox"/>	<input type="checkbox"/>	
Controls	<input type="checkbox"/>	<input type="checkbox"/>	
ESD (Emergency Shut Down)	<input type="checkbox"/>	<input type="checkbox"/>	
Drain Plug in place on drip pan	<input type="checkbox"/>	<input type="checkbox"/>	
Sling and pad eyes (inspected within 1 year)	<input type="checkbox"/>	<input type="checkbox"/>	

Hoses			
Leaks (identify defective hoses)	<input type="checkbox"/>	<input type="checkbox"/>	
Quick Connects	<input type="checkbox"/>	<input type="checkbox"/>	
Stored to prevent tripping hazard	<input type="checkbox"/>	<input type="checkbox"/>	
Whip Checks on all connections	<input type="checkbox"/>	<input type="checkbox"/>	
Safety pins on all connections	<input type="checkbox"/>	<input type="checkbox"/>	

Work Area			
Hoses out of walk ways or barricaded off	<input type="checkbox"/>	<input type="checkbox"/>	

**Additional Comments (other or existing damages):**

Inspected by: \_\_\_\_\_ Supervisor: \_\_\_\_\_







# Pioneer Production Services

## Confined Space Entry Location: \_\_\_\_\_

**Type:**  Non Permit  Permit Entry  Forced Air Ventilation

	Conditions of the area or equipment existing prior to entry	Yes	No	N/A		Yes	No	N/A
<b>Hazard Analysis</b>	Oxygen deficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engulfment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Combustible gas or vapors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrapment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Toxic gas and vapors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hazardous liquid residue present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Electrical/Mechanical/Physical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Equipment last contained:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hazard Controls</b>	Atmospheric Monitoring is being recorded (Max every two hours)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Ventilation Equipment Operating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Local exhaust ventilation located as near as practical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Equipment Out of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ventilation equipment and non-conductive hose nozzles must be grounded and electrically bonded to the confined space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Confined Space purged/drained/vacuumed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ignition sources eliminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial cleaning done from inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lock-Out/Tag-Out Confirmed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposed energized electrical parts covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Emergency Action Plan</b>	Emergency Notification of the Attendant by the Authorized Entrant (s): <input type="checkbox"/> Alarm <input type="checkbox"/> Verbal <input type="checkbox"/> Horn <input type="checkbox"/> Visual <input type="checkbox"/> Radio <input type="checkbox"/> Other							
	Attendant's Name and Signature:				Trained <input type="checkbox"/> Yes			
	Secondary Attendant's Name and Location:				Trained <input type="checkbox"/> Yes			
	<b>Rescue Plan &amp; Equipment Required to be on Site</b>							
<input type="checkbox"/> Non-Entry Rescue <input type="checkbox"/> Entry Rescue by Attendant or by Rescue <input type="checkbox"/> Entry Rescue by Public Outside Service <input type="checkbox"/> Rescue Pole <input type="checkbox"/> Tripod <input type="checkbox"/> Lanyard <input type="checkbox"/> Harness <input type="checkbox"/> Lifeline <input type="checkbox"/> SCBA <input type="checkbox"/> Retrieval System <input type="checkbox"/> Other								
<b>Emergency Contacts</b>								
Emergency Number:		Ambulance:		Fire Department:		Police Department:		
<b>Sign In</b>	Time In:				Time In:			
	Time Out:				Time Out:			
	Time In:				Time In:			
	Time Out:				Time Out:			
<b>Approval</b>	Permit Conditions are understood and met for the activity: (Person Conducting the Work)				Name & Signature:		Date:	
					_____		Time:	



# Critical Lifting Plan

The critical lift plan must be utilized for lifts greater than 50% of the crane's rated capacity or if other conditions warrant a critical lift.

A lift plan should be completed prior to mobilization of equipment and rigging

Location \_\_\_\_\_ Date of Lift \_\_\_\_\_

Load Description \_\_\_\_\_

Lift Description \_\_\_\_\_

### A. Weight

- |  |                  |                   |
|--|------------------|-------------------|
| 1. Equipment Condition                             | New [ ] Used [ ] |                   |
| 2. Weight Empty                                    | _____            | lbs.              |
| 3. Weight of Headache Ball                         | _____            | lbs.              |
| 4. Weight of Block                                 | _____            | lbs.              |
| 5. Weight of Lifting Bar                           | _____            | lbs.              |
| 6. Weight of Slings and Shackles                   | _____            | lbs.              |
| 7. Weight of Jib [ ] Erect [ ] Stored              | _____            | lbs.              |
| 8. Weight of Headache Ball on Jib                  | _____            | lbs.              |
| 9. Weight of Cable (load fall)                     | _____            | lbs.              |
| 10 Allowance for Unaccounted Material in Equipment | _____            | lbs.              |
| 11. Other _____                                    | _____            | lbs.              |
| <b>TOTAL WEIGHT =</b>                              |                  | <b>_____ lbs.</b> |

Source of Load Weight: \_\_\_\_\_

Weights Verified By: \_\_\_\_\_

### B. JIB Erected: \_\_\_\_\_ Stored: \_\_\_\_\_

- Is JIB to be used? \_\_\_\_\_
- Length of JIB \_\_\_\_\_
- Angle of JIB \_\_\_\_\_
- Rated Capacity of JIB (From Chart) \_\_\_\_\_

### C. Crane Placement

- Any Deviation from Smooth Solid Foundation in the Area? \_\_\_\_\_
- Electric Hazards in the Area? \_\_\_\_\_
- Obstacles or Obstructions to Lift or Swing? \_\_\_\_\_
- Swing Direction and Degree (Boom Swing) \_\_\_\_\_

### D. Cable

- Number of Parts of Cable \_\_\_\_\_
- Size of Cable \_\_\_\_\_

### Special Instructions or Restrictions for Crane, Rigging, Lift, etc.

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### Practice Lifts:

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### E. Sizing of Slings

- Sling Selection
  - Type of Arrangement \_\_\_\_\_
  - Number of Slings in Hook-up \_\_\_\_\_
  - Sling Size \_\_\_\_\_
  - Sling Length \_\_\_\_\_
  - Rated Capacity of Sling \_\_\_\_\_
- Shackle Selection
  - Pin Diameter (inches) \_\_\_\_\_
  - Capacity (tons) \_\_\_\_\_
  - Shackle Attached to Load By: \_\_\_\_\_
  - Number of Shackles \_\_\_\_\_

### F. Crane

- Type of Crane \_\_\_\_\_
- Crane Capacity \_\_\_\_\_ Tons
- Lifting Arrangements
  - Max. Distance (Center of Load to Center of Crane Pin) \_\_\_\_\_ Ft.
  - Length of Boom \_\_\_\_\_ Ft.
  - Angle of Boom at Pick-up \_\_\_\_\_ Degrees
  - Angle of Boom at Set \_\_\_\_\_ Degrees
  - Rated Capacity of crane under severest lifting conditions(from chart) \_\_\_\_\_
    - Over Rear \_\_\_\_\_ lbs.
    - Over Front \_\_\_\_\_ lbs.
    - Over Side \_\_\_\_\_ lbs.
    - Rated Capacity of Crane for this Lift (from chart) \_\_\_\_\_
  - Max. Load on Crane \_\_\_\_\_
  - Lift is \_\_\_\_\_ % of Crane's Rated Capacity.

### G. Pre-Lift Checklist

- |                                  | YES | NO  |
|----------------------------------|-----|-----|
| 1. Matting Acceptable            | [ ] | [ ] |
| 2. Outriggers fully extended     | [ ] | [ ] |
| 3. Crane in good condition       | [ ] | [ ] |
| 4. Swing Rope                    | [ ] | [ ] |
| 5. Head Room Checked             | [ ] | [ ] |
| 6. Max. Counterweights used      | [ ] | [ ] |
| 7. Tag Line used                 | [ ] | [ ] |
| 8. Experienced Operator          | [ ] | [ ] |
| 9. Experienced Flagman           | [ ] | [ ] |
| 10. Experienced Rigger           | [ ] | [ ] |
| 11. Load Chart in Crane          | [ ] | [ ] |
| 12. Wind Conditions              | [ ] | [ ] |
| 13. Sea Conditions               | [ ] | [ ] |
| 14. Crane Inspected By:          | [ ] | [ ] |
| 15. Functional Test of Crane by: | [ ] | [ ] |
| 16. Helicopter Concerns          | [ ] | [ ] |

### H. Sign Off Area

Exp. Operator \_\_\_\_\_  
 Exp. Flagman \_\_\_\_\_  
 Exp. Rigger \_\_\_\_\_  
 Rigger \_\_\_\_\_  
 Other \_\_\_\_\_

Diagram Crane and Load Placement	Diagram Rigging Configuration

\* Multiple crane lifts require a separate lift plan for each crane.  
 \* Any changes in the configuration of the crane placement riggings lifting scheme.  
 \* No Allport employee will operate a crane without having a current crane certification.



## Consent Form for Substance Searches and Testing

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Social Security #

I hereby give my voluntary consent for PIONEER PRODUCTION SERVICES, INC to search my person, locker, personal effects, vehicle and other property located on company premises or worksites. I also agree to allow the company to collect blood, saliva, and urine specimens from me for testing for alcohol, drugs and controlled substances and to conduct other necessary medical tests. Further, I give my consent for the release of the test results to the company for its use in investigating my compliance with its policy for a drug and alcohol free work environment.

I acknowledge that I have been notified of the company's intent to test for the presence of drugs and/or alcohol in my body. I further acknowledge that I have been advised that I may make a written request for a complete and accurate disclosure of the nature and scope of the tests conducted.

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Signature of Witness



# DAILY CRANE INSPECTION REPORT

DESCRIPTION:			
Manufacturer	Model	Serial No.	Boom Length
	Good Condition	Poor Condition/Missing	Remarks
<b>Prime Mover</b>			
Water, Oil, & Fuel Levels			
Belts			
Hydraulic system:			
Levels			
Leaks			
Clutch operation			
Accessories:			
Oil Pressure Gauge			
Water Temperature Gauge			
Hydraulic Pressure Gauge			
<b>Crane (visual inspection)</b>			
Boom Chords			
Boom Lacings			
Sheaves			
Pins/Bolts			
Boom Hoist Pawl			
Wedge Sockets/Connection			
Main Hoist Block			
Boom Indicator (angle/radius)			
Boom Hoist Wire Rope			
Main Hoist Wire Rope			
Aux. Hoist Wire Rope			
Pendant Wire Rope			
Slings & Shackles			
Load Chart: static/dynamic			
Hand Signal Chart			
Cab/Control Area			
Fire Extinguisher			
Boom Hoist Kick Out			
Bolts on Turntable			
Hydraulic Hoses/Connection			
Hydraulic Boom Hoist Cylinder			
Main Hoist Hook/Latch			
Aux. Hoist Hook/Latch			
Inspect Tires			
<b>Operational Checks</b>			
Brakes			
Clutches			
Boom Hoist			
Main Hoist			
Aux. Hoist			
Boom Hoist Kick Out			
Swing Left/Right			
Weight Indicator			
Lubrication			
Anti-Two Blocking Device			
Engine Throttle			
Engine Oil Pressure			
Engine Water Temperature			

**COMMENTS:**

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\_\_\_\_\_  
INSPECTOR

\_\_\_\_\_  
DATE

**NOTE: Completed daily inspection report required as a part of the monthly inspection.**



## Critical Equipment Check List

This list must be completed daily, and if any deficiencies are noted, the office must be notified immediately.

Item	Condition	Repairs Made	Parts Used
<b>Steering Equipment (Critical Operations Equipment)</b>			
Hydraulic Pump			
Brake Valves			
Directional Valves			
Relief Valves			
Manifold			
<b>Piping</b>			
Hydraulic Hoses			
Electric Motors			
Motor/Pump Coupling			
Hydraulic Return Line Filters			
Reservoir Tank Hydraulic Oil Level			
Electronic Control Amplifier			
Steering Rams			
Jockey Bar			
<b>Bridge Equipment</b>			
Steering Control Unit			
<b>Rudder Angle Indicator</b>			
Towline Ready			
Running Lights			
<b>All generators are operational</b>			
<b>All vessel engines are operational</b>			
<b>All Manual Steering operational</b>			
<b>Deck lighting</b>			
<b>Exhaust wrapped (Visual)</b>			
<b>Wiring (Visual)</b>			
<b>Fire detection</b>			
Test panel			



## Document Control Form

Attention Supervisors:

The following form(s) or policies have been revised.

New Form/policies: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Send all the old forms back to the office. Please sign and date this letter and return to PIONEER PRODUCTION SERVICES, INC HSE Department.

Supervisor Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

HSE Manager Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_



# Employee Disciplinary Report

This report is to be made part of the personnel record of the employee.

Employee Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Crew Location: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

<input type="checkbox"/> Violation of cell phone policy	<input type="checkbox"/> Refused suitable work
<input type="checkbox"/> Defective and improper work	<input type="checkbox"/> Sleeping on watch
<input type="checkbox"/> Destruction of Company property	<input type="checkbox"/> Reporting under influence of Alcohol
<input type="checkbox"/> Failure to report incidents in a timely manner	<input type="checkbox"/> Or Drugs
<input type="checkbox"/> Drinking while on duty	<input type="checkbox"/> Tardiness
<input type="checkbox"/> Failure to follow instruction	<input type="checkbox"/> Theft
<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Unexcused absence
<input type="checkbox"/> Insubordination	<input type="checkbox"/> Use if illegal drugs while on duty
<input type="checkbox"/> Leaving without permission	<input type="checkbox"/> Arguing or fighting on Company premises
<input type="checkbox"/> Leaving work station without notification	<input type="checkbox"/> Improper conduct
<input type="checkbox"/> Violation of Company rules of conduct	<input type="checkbox"/> Violation of safety rules
<input type="checkbox"/> Other (specify below in remarks section)	(specify below in remarks section)

Action to be taken:     Warning         Suspension         Termination

Employee Remarks:

\_\_\_\_\_

\_\_\_\_\_

Supervisor Remarks:

\_\_\_\_\_

\_\_\_\_\_

Corrective Actions:

\_\_\_\_\_

\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by Personnel Manager:

LDW: \_\_\_\_\_ Rate: \_\_\_\_\_ Position: \_\_\_\_\_

Rehire:     Yes     No

Personnel Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by Human Resources department: **The above offense(s) has been made part of the employee's personnel file as of date below.**

HR Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Rescue Plan



A rescue plan must be developed and reviewed with JSA whenever fall arrest systems are in use and when personnel may not be able to self-rescue should a fall occur. Copy of rescue plan should be kept with JSA.

Supervisor: \_\_\_\_\_ Job Location: \_\_\_\_\_

What is the emergency contact information of professional rescue services available, such as the local Fire Department, and what are the instructions for summoning immediate assistance?	
Is rescue equipment immediately available for this location? (Ladders, aerial devices, elevating work platforms, tripods, additional harnesses, controlled descent devices, winches, pulleys, etc.)	
What obstructions are in the way reaching the suspended worker?	
How will rescue be assured within 15 minutes of the occurrence of a fall to minimize the risk of further injury or death due to suspension trauma?	
How will the safety of the rescuers be assured as well as that of the suspended worker?	
What communication systems will be used between the suspended worker and rescue team?	

# Fall Hazard Analysis for Fall Protection



Inspect all fall protection 100% prior to each user.

Supervisor: \_\_\_\_\_ Job Location: \_\_\_\_\_

<p>Is all fall protection equipment in good condition? (Inspect nylon for wears, burns, tears. Cables for unraveling, kinked, or broken wires. Check connectors for excessive corrosion.)</p>	
<p>Are approved anchorage points established and are obviously capable of holding 5,000 lbs or more?</p>	
<p>Do I have the right equipment? (full body harness, lanyard with shock absorber, connecting hardware, anchorage connector strap, self-retracting lifeline, etc.)</p>	
<p>What is between worker and the ground/water below that can be hit on the way down? (piping, cable trays, structure supports, impalements etc.)</p>	
<p>Are anchorage points high enough to prevent employee from striking objects? (calculate fall distance to include lanyard length, deceleration distance of 3.5 feet, your height, one foot of harness slack, elongation factor, and a safety factor).</p>	
<p>How would employee be rescued if they fell and were suspending in a harness? (self rescue or develop a rescue plan)</p>	

# FALL PROTECTION Inspection/Maintenance Procedures



## Harness Inspection

Serial Number: \_\_\_\_\_  OK  Needs Repair  Replace

### WEBBING

<p><b>Inspection Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Grasp the webbing with hands 6" – 8" apart.</li> <li>2. Bend the webbing in an inverted "U".</li> <li>3. Follow this procedure the entire length of the webbing.</li> <li>4. Inspect both sides of webbing.</li> </ol>	<p><b>What to Look For:</b></p> <table border="0"> <tr> <td><input type="radio"/> Frayed Edges</td> <td><input type="radio"/> Cuts</td> </tr> <tr> <td><input type="radio"/> Broken Fibers</td> <td><input type="radio"/> Burns</td> </tr> <tr> <td><input type="radio"/> Pulled Stitches</td> <td><input type="radio"/> Chemical Damage</td> </tr> </table>	<input type="radio"/> Frayed Edges	<input type="radio"/> Cuts	<input type="radio"/> Broken Fibers	<input type="radio"/> Burns	<input type="radio"/> Pulled Stitches	<input type="radio"/> Chemical Damage
<input type="radio"/> Frayed Edges	<input type="radio"/> Cuts						
<input type="radio"/> Broken Fibers	<input type="radio"/> Burns						
<input type="radio"/> Pulled Stitches	<input type="radio"/> Chemical Damage						

### D – RINGS / BACK PADS

<p><b>Inspection Procedures:</b></p> <ol style="list-style-type: none"> <li>1. D-Ring should pivot freely.</li> <li>2. Inspect D-Ring back pads for damage.</li> </ol>	<p><b>What to Look For:</b></p> <table border="0"> <tr> <td><input type="radio"/> Distortion</td> <td><input type="radio"/> Cracks</td> </tr> <tr> <td><input type="radio"/> Rough or Sharp Edges</td> <td><input type="radio"/> Breaks</td> </tr> </table>	<input type="radio"/> Distortion	<input type="radio"/> Cracks	<input type="radio"/> Rough or Sharp Edges	<input type="radio"/> Breaks
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<input type="radio"/> Rough or Sharp Edges	<input type="radio"/> Breaks				

### ATTACHMENT OF BUCKLES

<p><b>Inspection Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Give special attention to attachment of buckles and D-Ring</li> </ol>	<p><b>What to Look For:</b></p> <table border="0"> <tr> <td><input type="radio"/> Unusual Wear</td> <td><input type="radio"/> Frayed/Cut Fibers</td> </tr> <tr> <td><input type="radio"/> Distorted Buckles or D-Rings</td> <td></td> </tr> </table>	<input type="radio"/> Unusual Wear	<input type="radio"/> Frayed/Cut Fibers	<input type="radio"/> Distorted Buckles or D-Rings	
<input type="radio"/> Unusual Wear	<input type="radio"/> Frayed/Cut Fibers				
<input type="radio"/> Distorted Buckles or D-Rings					

### TONGUE / GROMMETS

<p><b>Inspection Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Heavy wear area. Pay special attention.</li> </ol>	<p><b>What to Look For:</b></p> <table border="0"> <tr> <td><input type="radio"/> Loose, distorted or broken grommets</td> </tr> <tr> <td><input type="radio"/> Webbing should NOT have additional punched holes</td> </tr> </table>	<input type="radio"/> Loose, distorted or broken grommets	<input type="radio"/> Webbing should NOT have additional punched holes
<input type="radio"/> Loose, distorted or broken grommets			
<input type="radio"/> Webbing should NOT have additional punched holes			

### TONGUE BUCKLE

<p><b>Inspection Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Buckle tongues should overlap buckle frames.</li> <li>2. Tongues should move freely back and forth in their socket.</li> <li>3. Roller should turn freely on frame.</li> </ol>	<p><b>What to Look For:</b></p> <table border="0"> <tr> <td><input type="radio"/> Distortion in shape and motion of tongue</td> </tr> <tr> <td><input type="radio"/> Distortion or sharp edges on roller</td> </tr> </table>	<input type="radio"/> Distortion in shape and motion of tongue	<input type="radio"/> Distortion or sharp edges on roller
<input type="radio"/> Distortion in shape and motion of tongue			
<input type="radio"/> Distortion or sharp edges on roller			

### FRICITION AND MATING BUCKLES

<p><b>Inspection Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Give special attention to corners and attachment points of center bar.</li> </ol>	<p><b>What to Look For:</b></p> <table border="0"> <tr> <td><input type="radio"/> Buckle Distortion</td> </tr> <tr> <td><input type="radio"/> Are outer and center bars straight</td> </tr> </table>	<input type="radio"/> Buckle Distortion	<input type="radio"/> Are outer and center bars straight
<input type="radio"/> Buckle Distortion			
<input type="radio"/> Are outer and center bars straight			

## Visual Indications of Damage to Webbing & Lanyards

Type of Webbing	Heat	Chemical	Molten Metal or Flame	Paint and Solvents
Nylon, Polyester	In excessive heat, nylon becomes brittle and has a shriveled brownish appearance. Fibers will break when flexed. Should not be exposed to temperatures above 180° F (°c)	Change in color usually appearing as a brownish smear or smudge. Transverse cracks when bent over a mandrel. Loss of elasticity.	Webbing strands fuse together. Hard shiny spots. Hard and brittle feel	Paint which penetrates and dries restricts movement of fibers. Drying agents and solvents in some paints cause chemical damage.

**NOTE:** Lanyards made of nylon or polyester rope will show the same visual indications of damage as nylon or polyester webbing. or polyester webbing.

### CLEANING

Basic care of all safety equipment will prolong the durable life of the equipment and will contribute toward the performance of its vital safety function. Proper storage and maintenance after use are as important as cleansing the equipment of dirt, corrosives, or contaminants. Storage areas should be clean, dry and free of exposure to fumes or corrosive elements.

#### NYLON and POLYESTER

Wipe off surface dirt with sponge dampened in plain water.  
 Dip sponge in mild solution of water & commercial soap or detergent.  
 In a back and forth motion, work up a thick lather.  
 Wipe with clean cloth.  
 Hang freely to dry, but away from excessive heat.

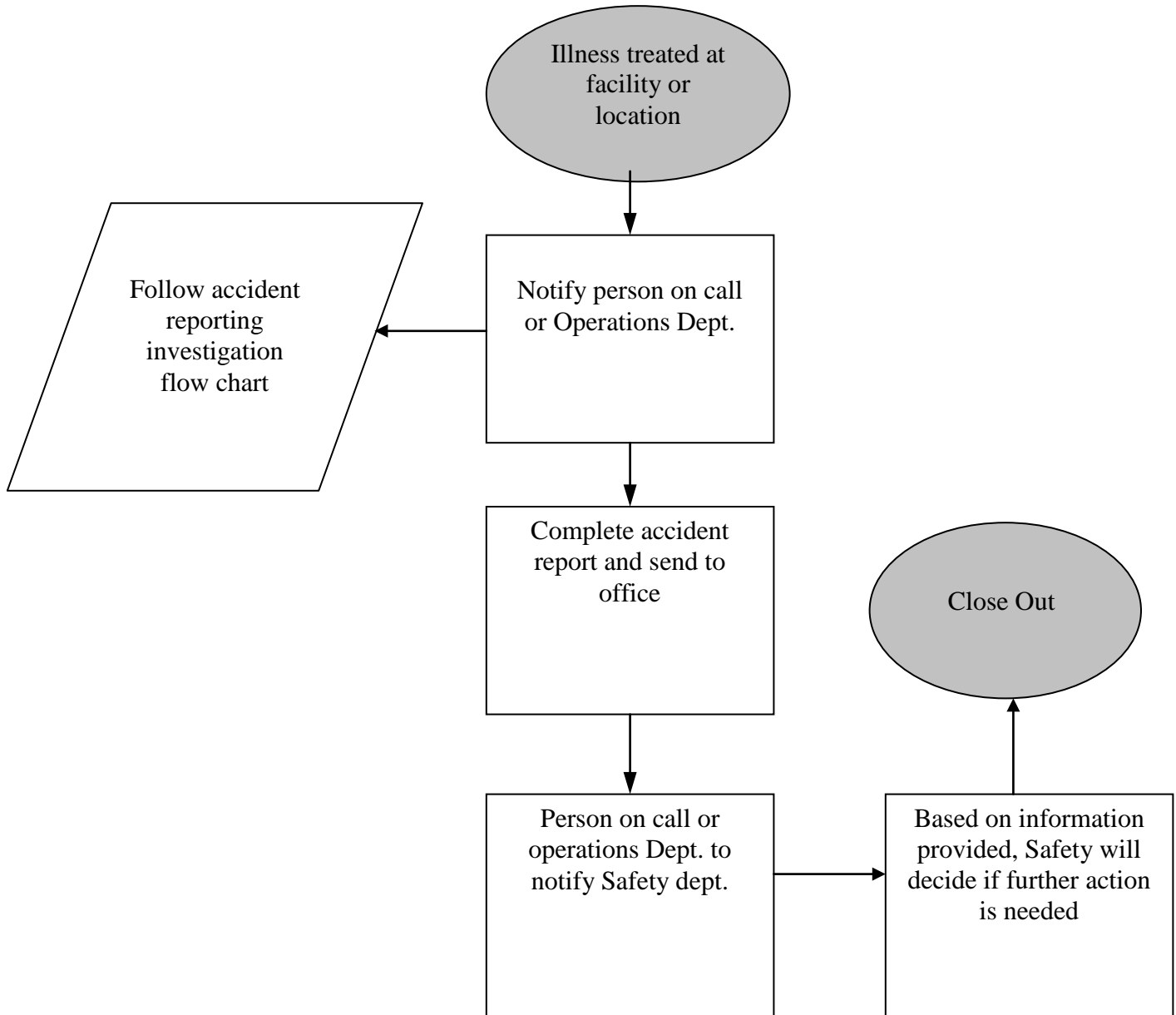
#### DRYING

Equipment should dry thoroughly without close exposure to heat, steam, or long periods of sunlight.

Inspected By: \_\_\_\_\_

Date: \_\_\_\_\_

## First Aid Flow Chart





# Forklift Pre-Use Inspection Form

Operator/Inspector \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

## From the Ground

N/A

What are you inspecting?	What are you looking for?	✓	✓	Evaluator Comments
Tires, Wheels, Lug Nuts, Stern Caps	Inflation, Leaks, Damage, Wear			
Forks, Cage	Excessive Wear, Damage			
Boom Lift, extend and Tilt Cylinders, Lines, Hoses	Excessive Wear, Damage, Leaks			
Boom Integrity	Excessive Wear, Damage			
Underneath Machine	Leaks, Damage			
Transmission, Transfer Case	Leaks, Damage			
Steps and Handholds	Condition, Cleanliness			
Fuel Tank	Fuel Level, Damage, Leaks			
Differential and Final Drive Oil	Fluid Level			
Air Tank (if equipped w/ air brakes)	Drain Moisture			
Axles - Final Drives, Differentials, Brakes, Duo-cone Seals	Leaks, Damage, Wear			
Hydraulic Tank	Fluid Level, Damage, Leaks			
Transmission Oil	Fluid Level			
Light, Front and Rear	Function, Damage to Lens, Housing, or Wiring			
Battery, and Compartment	Cleanliness, Loose Nuts & Bolts			

## Engine Compartment

What are you inspecting?	What are you looking for?		✓	Evaluator Comments
Engine Oil	Fluid Level			
Engine Coolant	Fluid Level			
Radiator	Fin Blockage, Leaks			
All Hoses	Cracks, Wear Spots, Leaks			
Fuel Filters/Water Separator	Leaks/Drain Water (if equipped)			
All Belts	Tension, Wear, Cracks			
Air Filter	Restriction Indicator			
Overall Engine Compartment	Trash or Dirt Buildup, Leaks			

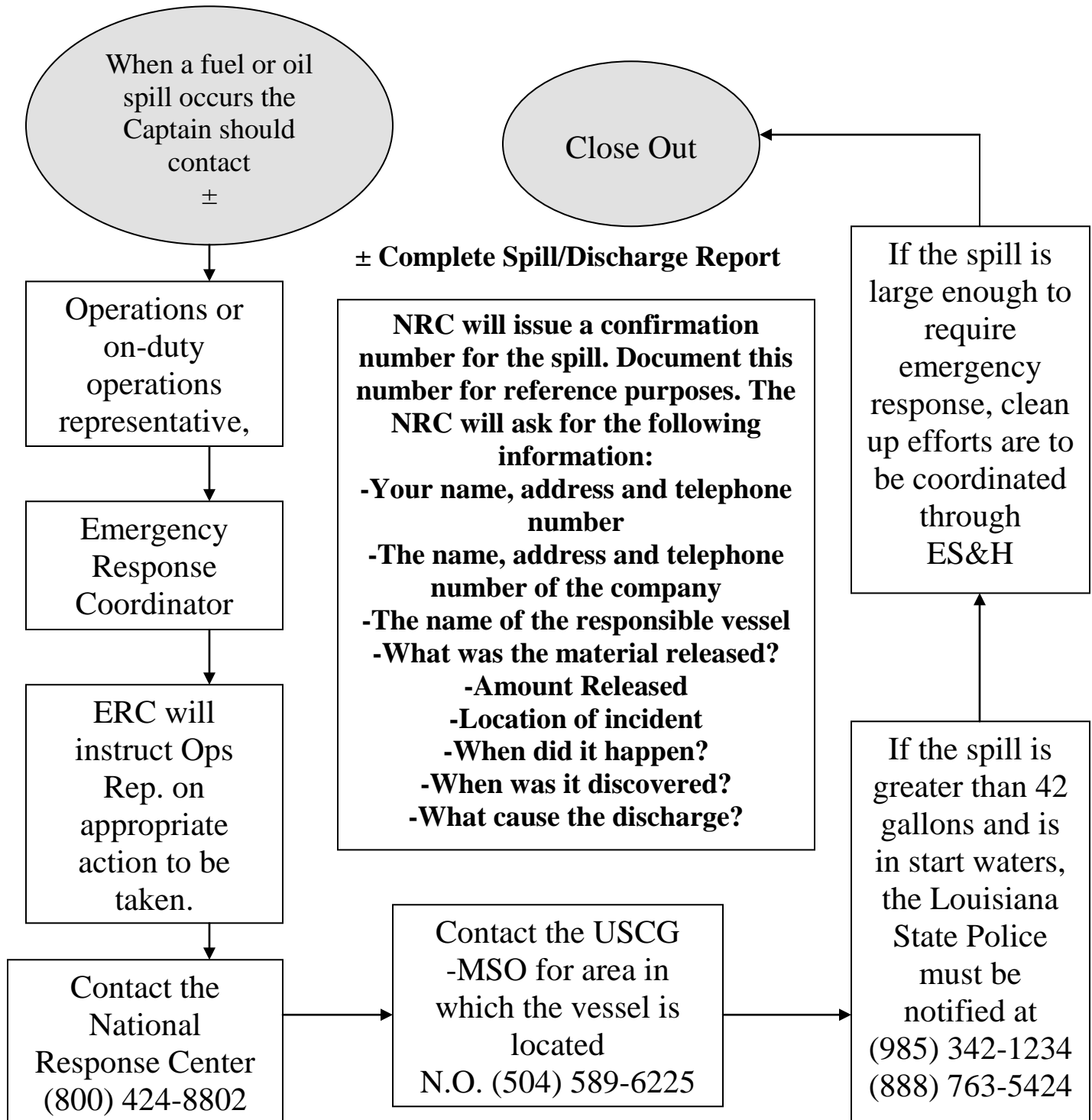
## On the Machine, Outside the Cab

What are you inspecting?	What are you looking for?		✓	Evaluator Comments
Handholds	Condition and Cleanliness			
Cab integrity	Damage, Busted Welds			
Fire Extinguisher/System	Charge, Damage			
Windshield, Windows	Broken Glass, Cleanliness			
Windshield Wipers/Washers	Wear, Damage/Fluid Level			
Doors	Open Properly, Broken Glass			

## Inside the Cab

What are you inspecting?	What are you looking for?		✓	Evaluator Comments
Seat	Adjustment-Height, Weight, Able to Reach Pedals			
Seat Belt & Mounting	Damage, Wear, Adjustment, Age			
Horn, Backup Alarm, Lights	Proper Function			
Mirrors	Damage, Adjust for Best Visibility			
Gauges, Indicators, Switches, Controls	Damage, Function			
Overall Cab Interior	Cleanliness			

## Fuel Spill Flow Chart





# Gas Testing Results

Location/Equipment: \_\_\_\_\_

Reason for Gas Testing (Confined Space, Excavation, Hot Work, Any Other) Insert below:

Qualified Gas Tester: Print Name - \_\_\_\_\_ Sign Name - \_\_\_\_\_

Instrument Name \_\_\_\_\_ Monitor ID & Serial number \_\_\_\_\_

Bump Test: (Yes/No) \_\_\_\_\_ Last Calibration Date \_\_\_/\_\_\_/\_\_\_

Possible Hazards	Acceptable Conditions	Tester Initials	Pre-Job	2nd	3rd	4th	5th
		Oxygen	19.5% Min 23.5% Max				
Flammable Vapor	10% Max						
Carbon Monoxide	25 ppm Max						
Hydrogen Sulfide	10 ppm Max						
Other							

Possible Hazards	Acceptable Conditions	6th	7th	8th	9th	10th
		Oxygen	19.5% Min 23.5% Max			
Flammable Vapor	10% Max					
Carbon Monoxide	25 ppm Max					
Hydrogen Sulfide	10 ppm Max					
Other						





**General Equipment Daily Inspection**

**Type of Equipment:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Equipment ID#:** \_\_\_\_\_

- Engine Oil** \_\_\_\_\_
- Hydraulic Oil Level** \_\_\_\_\_
- Steering** \_\_\_\_\_
- Brakes** \_\_\_\_\_
- Fuel** \_\_\_\_\_
- Battery** \_\_\_\_\_
- Tires** \_\_\_\_\_
- Hoses/Belts/Cables** \_\_\_\_\_
- Horn/Alarms** \_\_\_\_\_
- Gauges and Controls** \_\_\_\_\_
- Lights** \_\_\_\_\_
- Fire Extinguisher** \_\_\_\_\_
- Safety Seat Belt** \_\_\_\_\_

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# HAZARD / UNSAFE CONDITION REPORT

Date: \_\_\_\_\_ Field/Location: \_\_\_\_\_

Hazard / Unsafe Condition:

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Submitted By (Optional): \_\_\_\_\_

Submitter's Corrective Action:

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Supervisor's Corrective Action:

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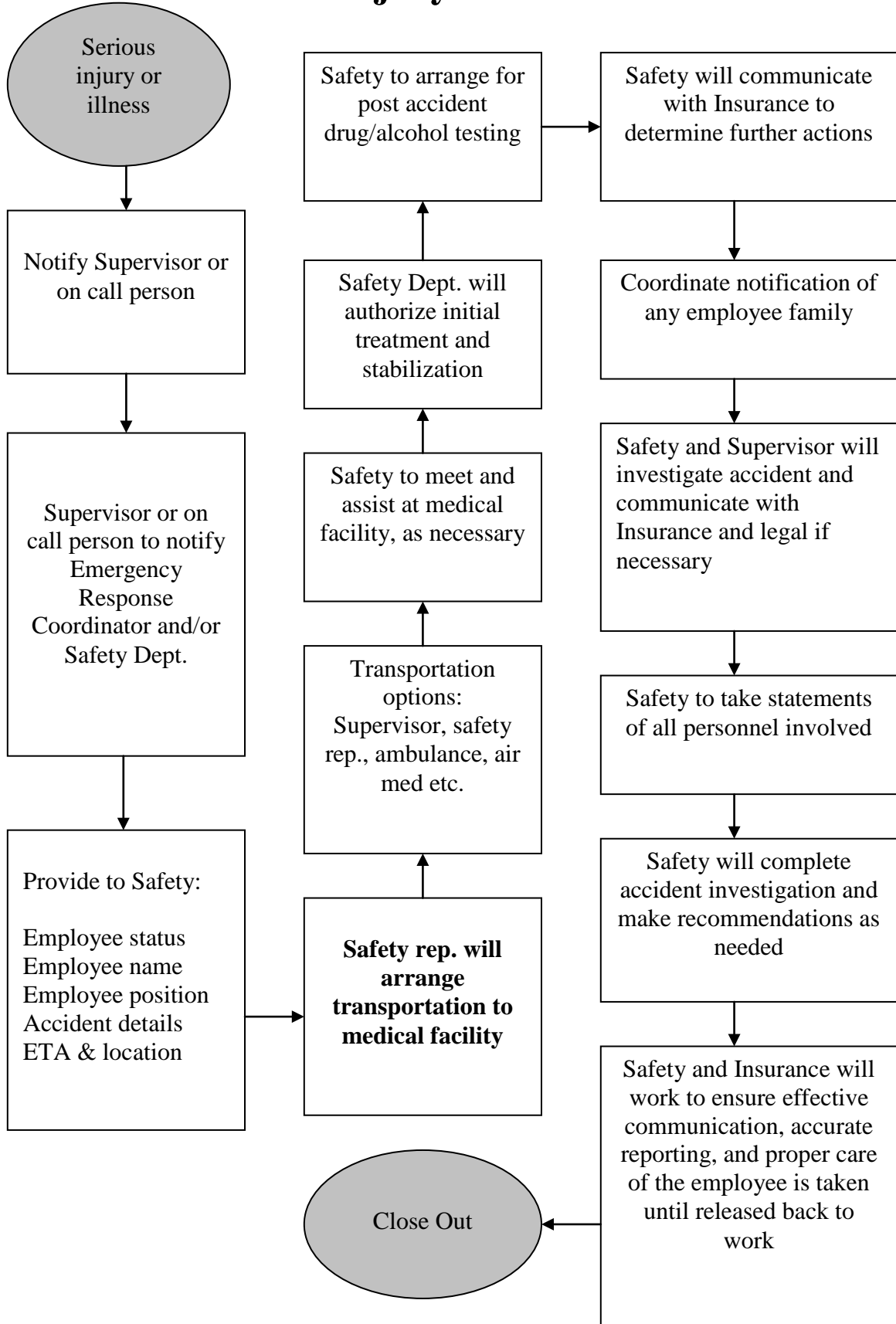
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Supervisor: \_\_\_\_\_

HSE Department: \_\_\_\_\_ Date Received: \_\_\_\_\_

## Serious Injury Flow Chart





**Work Details**

<b>Job/Work Activity:</b>	<b>Date:</b>
<b>Client/Location:</b>	
<b>Reviewed with:</b>	<b>Supervisor:</b>

**Job Description**

Briefly describe the 1. Job, 2. Employee(s) affected, 3. Beginning, 4. End and 5. Result to be achieved

1.	
2.	
3.	
4.	
5.	

**Stop Work Authority Used**

Always remember you have the responsibility to use **STOP WORK AUTHORITY.**

<b>Description of Stop Work Authority</b>	<b>Employees Responsible</b>

## Job Safety & Environmental Analysis Form

### Last Minute Risk Assessment

<input type="checkbox"/> Pre-Job Checklist <input type="checkbox"/> Rigger Checklist	
What's the worst that could happen?	How will we prevent this hazard?

### Hazardous ID

#### Potential Hazards

<input type="checkbox"/> Chemical Exposure	<input type="checkbox"/> Open Hole	<input type="checkbox"/> Heat Stress	<input type="checkbox"/> Simultaneous
<input type="checkbox"/> Hazardous Atmosphere	<input type="checkbox"/> Ignition Sources	<input type="checkbox"/> Fire/Explosion	<input type="checkbox"/> Machinery
<input type="checkbox"/> Confined Spaces	<input type="checkbox"/> Pressure	<input type="checkbox"/> Spills	<input type="checkbox"/> Hot Surface
<input type="checkbox"/> Noise	<input type="checkbox"/> Lifting	<input type="checkbox"/> Slips/Trips	<input type="checkbox"/> Arc/Flash
<input type="checkbox"/> Working/Walking Surfaces	<input type="checkbox"/> Overhead	<input type="checkbox"/> Chips/Slivers	<input type="checkbox"/> Falls
<input type="checkbox"/> Pinch Points	<input type="checkbox"/> Underwater Objects	<input type="checkbox"/> Marine Traffic	<input type="checkbox"/> Spud Work
<input type="checkbox"/> Mooring	<input type="checkbox"/> Vessel Routes	<input type="checkbox"/> Oyster Reefs	<input type="checkbox"/> Other:

#### Weather

<input type="checkbox"/> Rain	<input type="checkbox"/> Wind	<input type="checkbox"/> Fog	<input type="checkbox"/> Seas	<input type="checkbox"/> Heat Stress
<input type="checkbox"/> Cold Stress	<input type="checkbox"/> Water Current	<input type="checkbox"/> Lightning	<input type="checkbox"/> Mud	<input type="checkbox"/> Tide

#### Hazard Controls and Emergency/Contingency Plans

<input type="checkbox"/> Personnel Protective Equipment	<input type="checkbox"/> Lock Out Tag Out	<input type="checkbox"/> Spill Control/Contingency Plan
<input type="checkbox"/> Physical Barriers	<input type="checkbox"/> Fall Protection/Open Hole Policy	<input type="checkbox"/> Fire Fighting
<input type="checkbox"/> Safety Equipment	<input type="checkbox"/> Material Safety Data Sheets	<input type="checkbox"/> Emergency Evacuation Procedures
<input type="checkbox"/> Ignition Source Controls	<input type="checkbox"/> Hot Bolting Policy	<input type="checkbox"/> Eyewash/Safety Shower Location
<input type="checkbox"/> Simultaneous Operations	<input type="checkbox"/> Other:	

#### Safety Equipment Required

<input type="checkbox"/> Hard Hats	<input type="checkbox"/> Leather Gloves	<input type="checkbox"/> Dbl Lanyard	<input type="checkbox"/> Clothing	<input type="checkbox"/> Hearing Protection
<input type="checkbox"/> Safety Shoes	<input type="checkbox"/> Rubber/Chemical Gloves	<input type="checkbox"/> Life Line	<input type="checkbox"/> Respirator	<input type="checkbox"/> Adsorbent Pads
<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Chemical Apron	<input type="checkbox"/> Safety Cable	<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Containment Pans
<input type="checkbox"/> Face Shield	<input type="checkbox"/> Work Vest/Life Jacket	<input type="checkbox"/> Safety Barricade	<input type="checkbox"/> Fire Retardant Tarps	<input type="checkbox"/> Gas Detector
<input type="checkbox"/> Goggles	<input type="checkbox"/> Full Body Harness	<input type="checkbox"/> Caution Tape	<input type="checkbox"/> Lock Out Tag Out Devices	<input type="checkbox"/> Fall Rescue Equipment
<input type="checkbox"/> Cotton Gloves	<input type="checkbox"/> Other:			

#### Required Permits

<input type="checkbox"/> Hot Work	<input type="checkbox"/> Pre-Entry Checklist	<input type="checkbox"/> LO/TO Blinding	<input type="checkbox"/> Work Notification	<input type="checkbox"/> Lift Plan
<input type="checkbox"/> Confined Space	<input type="checkbox"/> MOC	<input type="checkbox"/> Excavation	<input type="checkbox"/> Other:	





# PIONEER PRODUCTION SERVICES, INC

All Employees with the company for less than six months shall be assigned a Mentor, and identified with a High Vis. Hard Hat



SSE	Mentor

JSEA performed to protect the undersigned employees: (all employees involved in job task must PRINT AND SIGN below)    DATE: \_\_\_\_\_

#	Print	Sign	Job Title
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			





# LOCKOUT / TAG OUT

## Equipment Specific Procedure Sheet

Location/Facility:	Procedure Number:
Equipment/System:	Annual Verification Date:
Work Description:	
Written by & Date:	

### List of Equipment, Energy Sources & Isolating Devices

Equipment	Sources	Isolating Devices

### Verification/Authorization Signatures

Description	Signature	Date
Energy control procedures are specified (BCI Authorized Employee)		
Affected employees have been notified (BCI Authorized Employee)		
Equipment/System has been isolated and secured(BCI Authorized Employee)		
Conditions are understood (All other Authorized Employee(s))		
Equipment/System Isolation is complete(BCI Authorized Employee)		
Equipment/System released and returned to service (BCI Authorized Employee)		

### Sketch of Locked Out Equipment/System



Change Proposal Title:	Date:
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Supervisors:
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Proposed Change	
Description	

Justification	

### Risk Assessment

Impact on Not Implementing Change	<input type="checkbox"/> Loss of Revenue	<input type="checkbox"/> Loss of Contract	<input type="checkbox"/> Personal Injury
	<input type="checkbox"/> Equipment Damage	<input type="checkbox"/> Environmental Hazard	<input type="checkbox"/> Other

Impact on Implementing Change	<input type="checkbox"/> Increase in Revenue	<input type="checkbox"/> Safer Work Conditions	<input type="checkbox"/> Decreased Downtime
	<input type="checkbox"/> Higher Accident Risk	<input type="checkbox"/> Lower Accident Risk	<input type="checkbox"/> Other

Alternatives	<input type="checkbox"/> Pilot Trial of Change	<input type="checkbox"/> Shipyard Modification	<input type="checkbox"/> Vessel Swap
	<input type="checkbox"/> N/A	<input type="checkbox"/> Other	

Impact on Cost	<input type="checkbox"/> Cheaper	<input type="checkbox"/> More Expensive	<input type="checkbox"/> Same Cost
	<input type="checkbox"/> Better Product	<input type="checkbox"/> Less Quality	<input type="checkbox"/> Equal Quality

Impact on Schedule	Manhours required to Change	<input type="checkbox"/>	<input type="checkbox"/> N/A
	Manhours lost if not Changed	<input type="checkbox"/>	<input type="checkbox"/> Other

Impact on Resources	<input type="checkbox"/> More people to operate	<input type="checkbox"/> Less people to operate	<input type="checkbox"/> More efficient
	<input type="checkbox"/> Less efficient	<input type="checkbox"/> N/A	<input type="checkbox"/> Other

Impact on Safety	<input type="checkbox"/> Less Hazardous	<input type="checkbox"/> More Hazardous	<input type="checkbox"/> Equal Hazards
	<input type="checkbox"/> N/A	<input type="checkbox"/> Other	

Technical Integrity of Equipment or Product	<input type="checkbox"/> OEM	<input type="checkbox"/> After Market Product
	<input type="checkbox"/> Other	<input type="checkbox"/> N/A

Training Requirements	<input type="checkbox"/> Regulatory	<input type="checkbox"/> Intercompany	<input type="checkbox"/> Client
	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Other	<input type="checkbox"/> N/A

Permitting Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Comments
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Design Documents Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Comments
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Legal/Regulatory Requirements	<input type="checkbox"/> ABS	<input type="checkbox"/> USCG	<input type="checkbox"/> Other
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Initial Review Results	<input type="checkbox"/> Approve for Evaluation	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
	<input type="checkbox"/> Other		
	Review Date:		
	Reason:		

### Work Plan

Additional Resource Requirements	Work Days	Cost

Operations Procedures	

Inspection Procedures	

Maintenance Procedures	

### Final Review Results

Classification	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
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Reviewing Body		
Name:	Position:	Signature:
Name:	Position:	Signature:

Final Review Recommendations	

Specific Requirements	

Final Approval Signature:	Title:	Date:
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## NEW EMPLOYEE ORIENTATION TEST

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. JSA Meetings should be held:
  - a. When a new task is begun.
  - b. When a change occurs in conditions such as weather, crew size or equipment.
  - c. Both a & b.
  
2. I lose my safety points for Bonus Point Program anytime:
  - a. There is an OSHA Recordable injury
  - b. For any behavior that fails to support Zero Accident Goal in the opinion of my supervisor.
  - c. Both a & b.
  
3. Check all that apply: A hard hat and safety glasses must be worn:
  - a. When I am exposed to a hazard.
  - b. Anytime I am on this jobsite.
  - c. When I am outside of the office or the fully enclosed cab of a machine.
  
4. Check all that are correct:
  - a. When cutting, chipping, grinding or drilling, I must wear both safety glasses and a faceshield.
  - b. When handling hazardous liquids I must wear goggles and a faceshield.
  - c. Prescription glasses are adequate eye protection.
  
5. Gloves must be worn:
  - a. At all times.
  - b. When handling materials.
  - c. When using a drill.
  
6. A full body harness must be worn when working:
  - a. 9 feet or more above lower levels.
  - b. 6 feet or more above lower levels.
  - c. 3 feet or more above lower levels.
  
7. The best way to control water loss is to:
  - a. Drink two (2) glasses of water before I start work and one (1) glass of water every 20 minutes.
  - b. Drink water whenever I am thirsty
  - c. Take salt with my water.
  
8. Check all that are correct:
  - a. Tool boxes should have heavy tools at the bottom.
  - b. Cords should be coiled up and hung in the box.
  - c. Power tools should be stored on the shelves.
  - d. Bits must be removed from drills when stored.

9. Check all that are correct. I should never attempt to lift more than:
  - a. 50 pounds
  - b. 100 pounds.
  - c. More than I am able.
  
10. Check all that apply. Before using any electrical power tool:
  - a. Test the guard.
  - b. Check the cord for damage.
  - c. Check the plug for damage.
  
11. Check all that apply. Before you coil up an extension cord:
  - a. Unplug the tool.
  - b. Unplug at the power source.
  - c. Run your hand along the length of the cord.
  
12. Check all that apply. Ladders must:
  - a. Be placed on a solid base.
  - b. have clear access at top and bottom.
  - c. Extend three (3) feet above the landing.
  - d. Be secured against movement.
  
13. When should you enter an excavation:
  - a. When it is shored.
  - b. When it is less than five (5) feet deep.
  - c. When authorized by a competent person.
  
14. A confined space is an area:
  - a. With limited access.
  - b. Where you may be engulfed.
  - c. Where a toxic, flammable or oxygen deficient atmosphere can accumulate.
  - d. Which should not be entered without authorization.
  - e. All of the above.
  
15. Who should signal a crane operator?
  - a. The closest man.
  - b. The assigned man.
  - c. The man with the best view.
  
16. When approaching a machine that is working:
  - a. Make sure the operator sees you.
  - b. Take the most direct route.
  - c. Tell your supervisor.
  
17. Riders are permitted on equipment:
  - a. By the operator.
  - b. In an emergency.
  - c. Never.

# Blanchard Contractors, Inc.

## Permit To Work

Name: _____		Permit No. _____	
Job Site: _____		Job Supervisor: _____	
<b>Work Details</b>			
Description of the work (exact details of work) _____ _____			
Area to which work is restricted: _____ _____			
<b>Required and / or recommended Personal Protective Equipment:</b>			
<input type="checkbox"/> Hardhat	<input type="checkbox"/> Safety Shoes	<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Safety Goggles
<input type="checkbox"/> Face Shield	<input type="checkbox"/> Ear plugs/muffs	<input type="checkbox"/> Respirator	<input type="checkbox"/> Fall Protection
<input type="checkbox"/> Work Vest	<input type="checkbox"/> Gloves		
<b>Additional Required and / or recommended Precautions:</b>			
<input type="checkbox"/> Fire Ext.	<input type="checkbox"/> Fire Blanket	<input type="checkbox"/> Fire Watch	<input type="checkbox"/> Safety Barrier
<input type="checkbox"/> Radio(s)	<input type="checkbox"/> Gas Testing	<input type="checkbox"/> Ventilation	<input type="checkbox"/> Electric Isolation
<input type="checkbox"/> Mech. Isolation	<input type="checkbox"/> LO / TO		
<input type="checkbox"/> Confined Space Entry	<input type="checkbox"/> Limited Access	<input type="checkbox"/> MSDS	<input type="checkbox"/> Other _____
<b>Gas Testing</b>			
Gas Test #1	Time: _____	Result: _____	Gas Test #2
Gas Test #3	Time: _____	Result: _____	Gas Test #4
Conducted By _____	Signature _____	Conducted After Tour Change By _____	Signature _____
<b>Isolation Description</b>			
Electrical/Mechanical: _____ _____ _____			
<b>Instructions and Authorization</b>			
<b>Permit Holder</b>			
I hereby certify that the requirement precautions and actions listed in the Work Detail section have been taken and that I will abide by them while this Permit To Work remains in Force. A pre-job safety meeting or JSA has been conducted with the work group. * Remember everyone has the right and obligation to use STOP WORK AUTHORITY (if necessary).			
Permit Holder _____ Date _____ Time _____ Signature _____			
<b>Work Permit Authority - Supervisor or Designate</b>			
I have inspected the worksite and confirm that the precautions and actions required in the Work Detail section have been taken, and are Sufficient to enable the work to be safely performed.			
Permit Validity: _____ Hours To _____ Hours			
Work Permit Authority _____ Date _____ Time _____ Signature _____			
<b>Client/Vendor/Sub-Contractor</b>			
I confirm that the above named precautions have been taken to perform the work safely.			
Client Supervisor _____ Date _____ Time _____ Signature _____			
<b>Close Out</b>			
<b>Clearance</b>			
All isolated work has been de-isolated Yes _____ No _____			
The work is complete and the worksite has been returned to its normal condition.			
Permit Holder _____ Date _____ Time _____ Signature _____			
Work Permit Authority _____ Date _____ Time _____ Signature _____			



## Personnel Basket/Platform Checklist

	Questions	Yes
1	Verify that crane operator prohibits the use of equipment with live booms for hoisting personnel.	
2	Verify that cranes used to hoist personnel are equipped with a boom angle indicator visible to the operator.	
3	When cranes with telescoping booms are used to hoist personnel require that the crane has a device to indicate clearly to the operator the booms extended length or an accurate determination of the load radius to be used during the lift shall be made prior to hoisting operations.	
4	Verify that the use of anti-two blocking devices for cranes used to hoist personnel is acknowledged.	
5	Verify that the anti-two blocking device uses sound and alarm or deactivates the hoisting action prior to lift.	
6	Is crane used to hoist personnel outfitted with power lowering mechanisms?	
7	Verify the crane operator prohibits the use of free fall when hoisting personnel.	
8	Verify that personnel platforms are designed by a qualified engineer or a qualified person competent in structural design.	
9	<b>Verify the personnel platforms used meet the following criteria:</b>	
	a Are capable of supporting without failure its own weight and at least five times the maximum intended load.	
	b Are equipped with guardrail system that meets the requirements of Subpart M.	
	c Are enclosed at least from the toe board to mid-rail with either solid construction or expanded metal with openings no greater than 1/2".	
	d Have a grab rail installed inside the entire perimeter of the platform.	
	e If equipped with access gate, ensure that it swings inward and a restraining device is present to prevent accidental opening.	
	f Verify enough headroom allows employees to stand upright.	
	g Verify that overhead protection other than hard hats is installed when employees are exposed to potential falling objects.	
	h Verify that all edges exposed to contact by employees shall be smooth.	
	i If company built that platform/basket was fabricated by a qualified welder familiar with the weld grades, types and material specified in the design.	
	j Verify that permanent markings indicating the weight of the platform and its rated load capacity or maximum intended load.	
10	<b>Verify personnel platform loading requirements include:</b>	
	a That platforms shall not be loaded in excess of its rated load capacity or maximum intended load.	
	b That only the number of employees required to perform the task shall occupy the platform.	
	c That platform shall be used only for personnel, tools and material required to perform the task.	



d	Shall not be used to hoist only tools or materials.	
11	<b>Verify during trial lift:</b>	
a	That unoccupied personnel platform is loaded at least to the anticipated lift weight and completed from ground level where platform is to hoisted and positioned from.	
b	That system controls and safety devices are activated and functioning properly.	
c	That no interferences exist and all configurations necessary to reach the work location allows the operator to remain under the 50% limit of the hoist rated capacity.	
d	That trial lift is repeated whenever crane is moved or relocated to a new position.	
	<b>Verify after trial lift prior to hoisting personnel:</b>	
a	While platform is hoisted a few inches off ground that platform/basket is properly balanced and secured.	
b	All hoist ropes are freed of kinks.	
c	Multiple part lines are not twisted around each other	
d	That primary attachment is centered above platform/basket	
e	That if any slack in rope ensure are ropes are properly stated on drums and sheaves	
f	That visual inspection is completed on base of crane to support or ground, riggings, personnel platform by a competent person to verify no adverse conditions exist.	
g	All defects found during inspection are correct prior to hoisting personnel.	







## Personnel Basket/Platform Checklist

	Questions	Yes	No
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2	Verify that cranes are used to hoist personnel are equipped with a boom angle indicator visible to the operator.		
3	When cranes with telescoping booms are used to hoist personnel require that the crane has a device to indicate clearly to the operator the booms extended length or an accurate determination of the load radius to be used during the lift shall be made prior to hoisting operations.		
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e	That if any slack in rope ensure are ropes are properly stored on drums and sheaves		
f	That visual inspection is completed on base of crane to support or ground, riggings, personnel platform by a competent person to verify no adverse conditions exist.		
g	All defects found during inspection are correct prior to hoisting personnel.		





## Pre-Operational Daily Inspection

Type of Equipment: \_\_\_\_\_

Location: \_\_\_\_\_ Equipment ID#: \_\_\_\_\_

- Engine Oil \_\_\_\_\_
- Hydraulic Oil Level \_\_\_\_\_
- Steering \_\_\_\_\_
- Brakes \_\_\_\_\_
- Fuel \_\_\_\_\_
- Battery \_\_\_\_\_
- Tires \_\_\_\_\_
- Hoses/Belts/Cables \_\_\_\_\_
- Horn/Alarms \_\_\_\_\_
- Gauges and Controls \_\_\_\_\_
- Lights \_\_\_\_\_
- Fire Extinguisher \_\_\_\_\_
- Safety Seat Belt \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_



## Project Closure Checklist

<b>Project Name:</b>		
<b>Submitted By:</b>		
<b>Date:</b>		
<b>YES</b>	<b>NO</b>	<b>Questions</b>
		Shut down all equipment
		Pick up all tool and store in tool boxes
		Roll up hoses, disconnect gauges, and store in tool boxes
		Replace caps on bottles
		Roll up welding leads and store in tool boxes
		Pick up and throw any trash and/or debris around jobsite and properly dispose in dumpster
		Secure crane, engage cab lock, and apply air breaks
		Fire Watch must stay on site for 30 minutes after hot work is complete
		Barricade and secure work area
		Close out work permit
<b>Supervisor Name:</b>		
<b>Client Name:</b>		



## Project Closure Checklist

<b>Project Name:</b>		
<b>Submitted By:</b>		
<b>Date:</b>		
<b>YES</b>	<b>NO</b>	<b>Questions</b>
		Shut down all equipment
		Pick up all tool and store in tool boxes
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		Secure crane, engage cab lock, and apply air breaks
		Fire Watch must stay on site for 30 minutes after hot work is complete
		Barricade and secure work area
		Close out work permit
<b>Supervisor Name:</b>		
<b>Client Name:</b>		



## Return to Work

This form must be completed and signed prior to returning to work. Return completed form to HSE department.

Initial  ER  
 Follow-up  Other \_\_\_\_\_

Patient Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Injury/Illness: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Crew/Location: \_\_\_\_\_

Client: \_\_\_\_\_

Work Status / Restrictions: \_\_\_\_\_ (to be completed by BCI representative)

Diagnosis: \_\_\_\_\_

### Return to Work Status

- Full Duty Release with no limitations
- Sedentary Work Maximum 10 pounds lifting; limited standing or working
- Light Work Maximum 20 pounds lifting; carry object less than 10 pounds for short periods
- Medium Work Maximum 50 pounds lifting; carry objects 25 pounds for short periods
- Heavy Work Maximum 100 pounds lifting; carry objects 50 pounds
- Totally Incapacitated
- Other \_\_\_\_\_

Injured/Ill Person \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Representative \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Client \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Supervisor \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**PIONEER PRODUCTION SERVICES, INC**

**Rigger Checklist**

(Complete As Applicable)

- PPE** (all Personal Protective Equipment required for the job.)
  - JSA /Manifest /Communication** (ensure all paperwork/description of cargo and communications are in place and reviewed by all personnel involved)
  - Weight Stickers** (all items >2000#, clearly visible, remove old stickers)
  - Slings** (Proper rating, certification tags, condition, angles, tall lifts (>6') should be pre-slung)
  - Shackles** (Remove foreign manufactured & galv. Shackles; inspect for ratings, cotter keys, bolts backing out, etc.)
  - Taglines** (Attached to both ends of the load, no Knots in the lines, long enough to handle load)
  - Pad Eyes** (Not bent or cracked, not flame cut, installed on all mounted equipment)
  - Debris on Equipment** (Remove loose rocks and debris from the angle iron of baskets, etc.)
  - Latches / Binders / Plugs** (Binders on drum racks and latches on boxes should be secure and drip pan plugs should be in place; ensure leak-proof)
  - Spacing / Walking** (Avoid pinch points and leave sufficient area for crews to work and to land the personnel basket)
  - Hazardous Material** (Properly labeled, documented, MSDS, and separated / in drum transports / free of leaks)
  - Cargo Baskets** (Don't load equipment in baskets that can be damaged by rolling around, or damaged by heavier tools in the same basket)
  - Compressed Gas** (Ensure cylinders are secured in bottle racks and caps are in place)
  - Pallets** (Pallet boxes are to be used for chemicals unless rig/facility does not require them. Other equipment that comes on pallets must go in baskets whenever possible and ensure all equipment is leak-proof)
- \*Always remember you have the responsibility to use STOP WORK AUTHORITY (if necessary)**

**Corrections/Comments:**

\_\_\_\_\_

\_\_\_\_\_

**Location:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Blanchard Contractors, Inc.**

Severity	CONSEQUENCES				INCREASING LIKELIHOOD				
	People	Assets	Environment	Reputation	A	B	C	D	E
					Never heard of in industry	Heard of in industry	Incident has occurred in BCI	Happens several times per year in BCI	Happens several times per year on a BCI location
0	No injury	No damage	No impact	No impact	<p><b>LOW</b></p> <p><b>MEDIUM</b></p> <p><b>HIGH</b></p> <p><b>SERIOUS</b></p>				
1	Slight injury	Slight damage	Slight impact	Slight impact					
2	Minor injury	Minor damage	Minor impact	Limited impact					
3	Major injury	Localized damage	Localized impact	Considerable impact					
4	Single fatality	Major damage	Major impact	National impact					
5	Multiple fatalities	Extensive damage	Massive impact	International impact					



**PIONEER Short Service Employee**

Approval Requirements: The number of SSE's must not exceed 20% exceeded, client management approval and basis for approval must be received. Card must be completed and signed by client supervisor prior to SSE being assigned to work. The SSE has completed an approved new employee orientation and drug testing in compliance with company, contractual, state and federal regulations.

COMPANY NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**PIONEER Short Service Employee**

You must keep this card on your person at all times when you are at work. All SSE's are assigned distinctive hardhat (Hi-Vis orange) to identify themselves as persons who may need extra assistance or instruction due to limited experience.

SSE Name: \_\_\_\_\_

SSE Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date Assigned: \_\_\_\_\_

Mentor: \_\_\_\_\_

Client Approval	Facility

**SSE SIX MONTH (180 Days) EVALUATION**

Time in Position: \_\_\_\_\_

Review Date: \_\_\_\_\_

Date Removed: \_\_\_\_\_

Client Approval: \_\_\_\_\_

Contractor Approval: \_\_\_\_\_

SSE Signature: \_\_\_\_\_

After completion of six months (180 days) service, employee is eligible to be removed from the SSE program.



## Spill/Discharge Report

Date Spill Occurred: \_\_\_\_\_ Time Occurred: \_\_\_\_\_

Vessel: \_\_\_\_\_ Location: \_\_\_\_\_

Vessel Official Number: \_\_\_\_\_

Person Making the Report: \_\_\_\_\_

Operations Coordinator Contacted: \_\_\_\_\_

Time Spill Coordinator Contacted\*: \_\_\_\_\_

\*Operations To Contact Spill Coordinator

Product Spilled/Discharged: \_\_\_\_\_

Amount of Product Released: \_\_\_\_\_

Did The Product Spill Overboard?:

Yes  No

**Releases Which Go Overboard Into A Navigable Waterway Must Be Reported to the National Response Center (NRC) and US Coast Guard**

If Yes, Into What Waterway: \_\_\_\_\_

What Caused the Release:

---

---

---

Est. Size of Sheen: \_\_\_\_\_

Color of Sheen: \_\_\_\_\_

What Was Done To Clean Up The Released Product:

---

---

---

NRC Contacted When: \_\_\_\_\_

NRC Person Receiving the Notification: \_\_\_\_\_

NRC Number Issued: \_\_\_\_\_

Local USCG Office Notified: \_\_\_\_\_

Local Notification Made When: \_\_\_\_\_

USCG Rep. Who Received the notification: \_\_\_\_\_

Was There Any Third Party Involvement in the Release Of The Product:  Yes  No If Yes – Explain

---

---

---

**PIONEER PRODUCTION SERVICES, INC**

**STEP**

(Safety Through Employee Participation)

\* Always remember you have the responsibility to use STOP WORK AUTHORITY

**Body Position**

- |  |  |
|--|--|
| <b>S</b> <b>AR</b>   | <b>S</b> <b>AR</b>   |
| <input type="checkbox"/> <input type="checkbox"/> Line of Fire | <input type="checkbox"/> <input type="checkbox"/> Eyes on Task/Hands |
| <input type="checkbox"/> <input type="checkbox"/> Pinch Points | <input type="checkbox"/> <input type="checkbox"/> Struck by Objects  |
| <input type="checkbox"/> <input type="checkbox"/> Eyes on Path | <input type="checkbox"/> <input type="checkbox"/> Points of Contact  |

**Body Use/Ergonomics**

- |  |  |
|--|--|
| <b>S</b> <b>AR</b>   | <b>S</b> <b>AR</b>   |
| <input type="checkbox"/> <input type="checkbox"/> Lifting & Lowering | <input type="checkbox"/> <input type="checkbox"/> Overextended/Cramped |
| <input type="checkbox"/> <input type="checkbox"/> Twisting           | <input type="checkbox"/> <input type="checkbox"/> Work Attitude        |
| <input type="checkbox"/> <input type="checkbox"/> Pushing/Pulling    | <input type="checkbox"/> <input type="checkbox"/> Grip/Force           |

**Procedures**

- |  |   |
|--|---|
| <b>S</b> <b>AR</b>   | <b>S</b> <b>AR</b>  |
| <input type="checkbox"/> <input type="checkbox"/> LO/TO                | <input type="checkbox"/> <input type="checkbox"/> Work Permit           |
| <input type="checkbox"/> <input type="checkbox"/> Confined Space Entry | <input type="checkbox"/> <input type="checkbox"/> Hazard Identification |
| <input type="checkbox"/> <input type="checkbox"/> Hot Work             | <input type="checkbox"/> <input type="checkbox"/> JSA                   |

**PPE**

- |   |   |
|---|---|
| <b>S</b> <b>AR</b>  | <b>S</b> <b>AR</b>  |
| <input type="checkbox"/> <input type="checkbox"/> Head        | <input type="checkbox"/> <input type="checkbox"/> Hand                    |
| <input type="checkbox"/> <input type="checkbox"/> Eyes & Face | <input type="checkbox"/> <input type="checkbox"/> Work Vest / Life Jacket |
| <input type="checkbox"/> <input type="checkbox"/> Hearing     | <input type="checkbox"/> <input type="checkbox"/> Fall                    |
| <input type="checkbox"/> <input type="checkbox"/> Respiratory | <input type="checkbox"/> <input type="checkbox"/> Foot                    |

**Tools and Equipment**

- |   |   |
|---|---|
| <b>S</b> <b>AR</b>  | <b>S</b> <b>AR</b>  |
| <input type="checkbox"/> <input type="checkbox"/> Selection/Condition | <input type="checkbox"/> <input type="checkbox"/> Barricades & Warnings     |
| <input type="checkbox"/> <input type="checkbox"/> Tool/Equipment Use  | <input type="checkbox"/> <input type="checkbox"/> Secure Tools & Equipment  |
| <input type="checkbox"/> <input type="checkbox"/> Guards              | <input type="checkbox"/> <input type="checkbox"/> Rigging/Lifting Equipment |

**Working Environment**

- |  |  |
|--|--|
| <b>S</b> <b>AR</b>   | <b>S</b> <b>AR</b>   |
| <input type="checkbox"/> <input type="checkbox"/> Walking/Working Surfaces | <input type="checkbox"/> <input type="checkbox"/> Adequate Light     |
| <input type="checkbox"/> <input type="checkbox"/> Housekeeping             | <input type="checkbox"/> <input type="checkbox"/> Weather Conditions |
| <input type="checkbox"/> <input type="checkbox"/> Storage & Disposal       | <input type="checkbox"/> <input type="checkbox"/> Power Lines        |

**Environmental**

- |  |  |
|--|--|
| <b>S</b> <b>AR</b>   | <b>S</b> <b>AR</b>   |
| <input type="checkbox"/> <input type="checkbox"/> Equipment Inspection | <input type="checkbox"/> <input type="checkbox"/> Containment Measures |
| <input type="checkbox"/> <input type="checkbox"/> Gas Detection        | <input type="checkbox"/> <input type="checkbox"/> Emergency Responses  |

**Driving Safety**

- |   |  |
|---|--|
| <b>S</b> <b>AR</b>  | <b>S</b> <b>AR</b>   |
| <input type="checkbox"/> <input type="checkbox"/> Seat Belts      | <input type="checkbox"/> <input type="checkbox"/> Signaling  |
| <input type="checkbox"/> <input type="checkbox"/> Mobile Phones   | <input type="checkbox"/> <input type="checkbox"/> Safe Speed |
| <input type="checkbox"/> <input type="checkbox"/> Parking/Backing | <input type="checkbox"/> <input type="checkbox"/> Escorting  |

**Other**

- |   |   |
|---|---|
| <b>S</b> <b>AR</b>                                      | <b>S</b> <b>AR</b>                                      |
| <input type="checkbox"/> <input type="checkbox"/> _____ | <input type="checkbox"/> <input type="checkbox"/> _____ |

Did you give Positive Feedback during your observation?

- Yes No

**Observation Comments: Include What**

The **What:** This is what you observed an employee do or at-risk.

The **Why:** This is the reasons that the observed employee was during feedback to performing that task either safe or not safe.

The **How:** This is how the action or behavior was performed.

**The SORRY Method below should be used for At-Fault observations.**

**S - State** the reason for making the observation.

**O - Describe** the behavior you **Observed**

**R - State** the **Requirement**

**R - Ask** for the **Reasons why** the rule isn't being followed.

**Y - Tell** them "What can happen to **You** if you don't follow the rules."

**NOTE: For quality comments, ask yourself do I know what happened and why?**

Date: \_\_\_\_\_ Client: \_\_\_\_\_

Observer Name: \_\_\_\_\_ Location: \_\_\_\_\_

Job Activity: \_\_\_\_\_

**What was observed?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Why did the behavior occur?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How was the action corrected?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





PRODUCTION SERVICES, INC.

10-Man Box

# Tools & Equipment Pre- Use Inspection

Operator/Inspector \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

QTY	Description	✓	QTY	Description	✓	Evaluator Comments
8	Pipe Jacks		10 rolls	Electrical Tape		
6	14" Half-Round Bastard Files		4 sets	Oxygen-Acetylene Victor Gauges		
2	3- Outlet Boxes w/Connectors		1 set	4" through 12" Screwdrivers		
5	1-Ton Cadillac Hoists, cable type		2	Grinders		
2	6" C-Clamps		1 box	Wire Wheels		
2	12" C-Clamps		12 boxes	Grinding Disc Liners		
2	Hacksaws w/12 Blades		1 box	Soap Stone		
1	18" Pipe Wrench		2	2" to 4" Bevel Machine w/Shoes		
2	1 1/16" Spud Wrenches		1	4" to 8" Bevel Machine w/Shoes		
2	1 1/4" Hammer Wrenches		2	Short Bevel Torches		
2	5/8 Hammer Wrenches		6	Beam Clamps		
1	2" Hammer Wrench		2	24" Squares		
2	3/16" Hammer Wrenches		2	24" Levels		
2	9/16" Hammer Wrenches		1	4' Level		
1 set	Pipe Threaders		1	100' Welding Leads,50' Ground per Machine		
1	1 7/16" Hammer Wrenches		6	100' Torch Hoses		
1	1/2" through 2" Cutter		4	Cutting Torches w/Tips		
4	1 1/16" Combination Wrenches		2	2-Ton Snatch Blocks		
4	1 1/4" Combination Wrenches		2	Arc Gougers		
2	1 7/16" Combination Wrenches		100#	5/32" 7018 L/H Rods		
2	1 5/8" Combination Wrenches		50#	1/8" 6010 5/P Rods		
2	1 13/16" Combination Wrenches		100#	5/32" 6010 5/P Rods		
2	2" Combination Wrenches		50#	3/16" 5/P Rods		
4	5/8" – 4 3/4" Shackles		2 each	4 Ply Slings		
4	1 1/2 Ton Lugalls		2 each	Open Box End Wrenches		
2	Heliarc Rigs w/50' Hose, Gauge			1 1/16,1 1/8,1 1/4,1 3/8,1 7/16,		
2	2 Ton Snatch Blocks			1 1/2,1 5/8,1 3/4,1 7/8,2"-2 1/8		
1	Rose Bud		1 each	Hammer Wrenches		
1 case	Gouging Rods			Same as open end box end wrenches		
2	24# Sledge Hammers					
2	4# Sledge Hammers		<b>QTY</b>	<b>Safety Equipment</b>		
2	8# Sledge Hammers		6	Bullard Face Shields w/Visors		
4	10' Rigging Chains		1	First Aid Kit		
50#	1/8" Tig Rods		1	Rescue Pole		
50#	3/32" 7018 L/H Rods		1	100' Rescue Rope		
100#	1/8" 7018 L/H Rods		1	Life Ring w/ Rope		
4	1 1/2 Ton Come-along (chain)		1	30' SRL		
1	100ft Air Hose		1	50' SRL		
1	Electric Drill w/Bits, 1/4" to 1/2"		12 pair	Safety Glasses		
2	Tri-Squares		3	Hardhats		
2	Torpedo Torches		4 sets	Kneepads		
1	Chalk Line		10 pair	Leather Gloves		
1	Bottle Chalk		24 pair	Black Dot Gloves		
4	Tarps (10' x 10')		2	4' D-Ring Straps		
1	5-Gallon Water Cooler		2	6' D-Ring Straps		
2	100ft. Extension Cords		2	5 # ABC Fire Extinguisher		
1	Rod Oven		10	Full Body Harnesses		
1	6' Level		10	Double Lanyards		
2	15' Whips w/Quick Lock & 250 amp Rod Holder		1 box	Earplugs		
2	15' Ground Cables w/ Quick Lock		5 pair	Goggles		



2	Welding Rheostats			Barricade Materials		
2	Pry Bars		4	Flame Arrestors		
1	Small Parts Repair Box		1 box	Anti- Fog Wipes		



# Hot Work

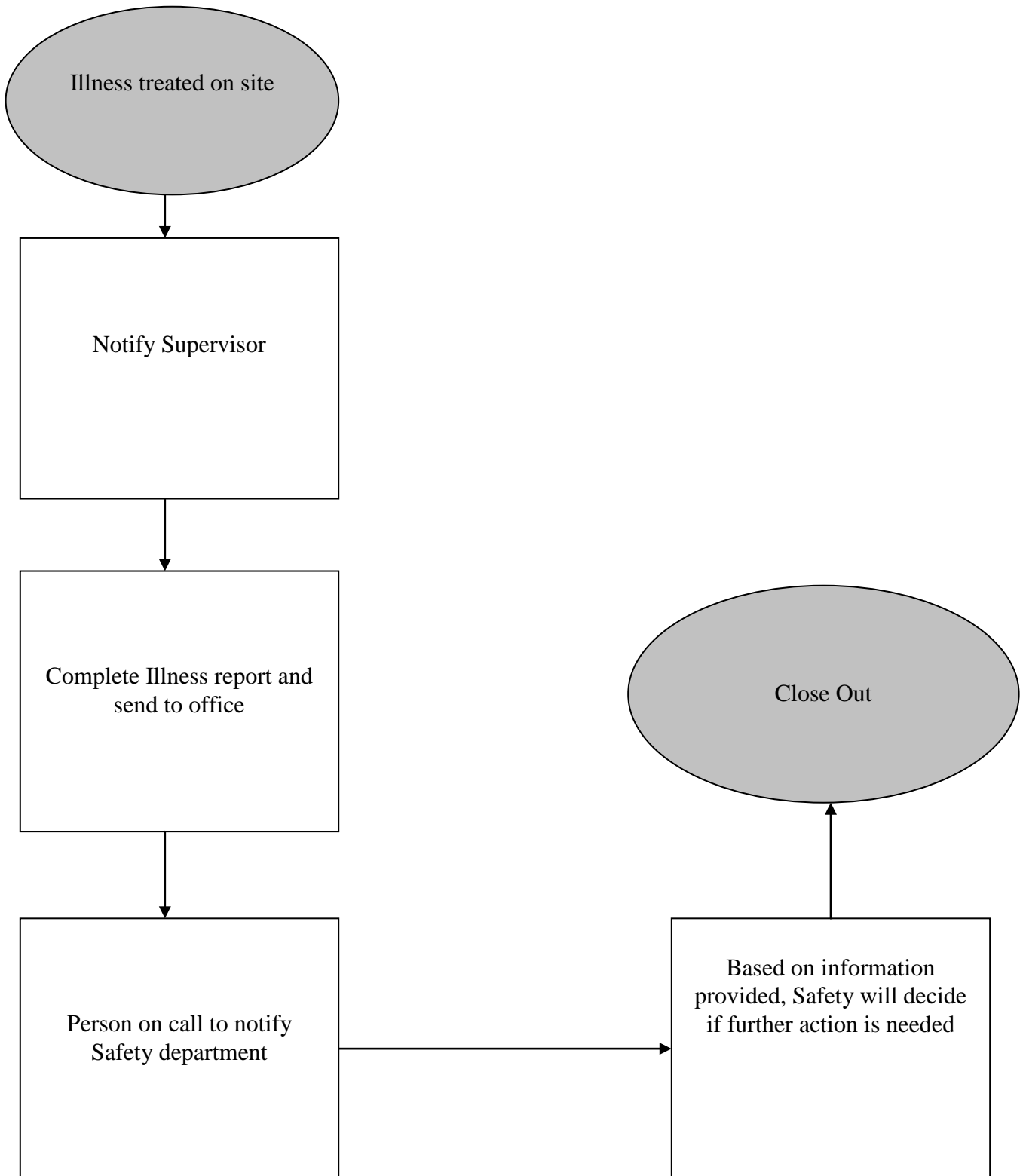
Location: \_\_\_\_\_

Complete Safe Work Permit First. No Hot Work may begin until permit restriction requirements are met, approval signatures are obtained and the permit is posted at the job site.

<b>General</b>	Can the job be performed without Hot Work <input type="checkbox"/> Yes <input type="checkbox"/> No								
	<input type="checkbox"/> Open-Flame Hot Work Permit		<input type="checkbox"/> Non Open-Flame Hot Work Permit						
	<input type="checkbox"/> Welding	<input type="checkbox"/> Grinding	<input type="checkbox"/> Spray Painting	<input type="checkbox"/> Breaking Concrete					
	<input type="checkbox"/> Cutting	<input type="checkbox"/> Brazing	<input type="checkbox"/> Opening of Electrical	<input type="checkbox"/> Sandblasting					
	<input type="checkbox"/> Burning	<input type="checkbox"/> Propane Torch Use	<input type="checkbox"/> Chipping or Cutting by Impact	<input type="checkbox"/> Hot Tapping					
	<input type="checkbox"/> Other:		<input type="checkbox"/> Use of Internal Combustion Engine.						
			<input type="checkbox"/> Use of Non-explosion proof electrical equipment.						
			<input type="checkbox"/> Electronic Equipment						
		<input type="checkbox"/> Other:							
<b>Permit Restrictions</b>	Hazards Evaluation	Yes	No	N/A		Yes	No	N/A	
	Atmospheric Monitoring is being recorded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notify other personnel:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Combustible material within 35 feet has been removed, covered, or mitigated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Area checked for venting, bleeding or sampling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drains and vents within 50 feet of job are sealed or sandbagged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inert gas/water/steam purge of equipment required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Fire proof blanket covering ground or nearby equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water spray required for sparks and slag.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Fire extinguisher available at job site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Requirements for all Open-Flame Hot Work Permits Met?						Yes, if no stop.		
	Communication established						<input type="checkbox"/>		
	Fire Watch training has been verified						<input type="checkbox"/>		
	Fire extinguisher and/or pressurized fire hose at site.						<input type="checkbox"/>		
	Fire Watch's Name: _____								
	Fire Watch's Signature after remaining 30 minutes on-site when the work is completed: _____ Time: _____								
	Other: _____						<input type="checkbox"/>		

Approval	Permit Conditions are understood and met for the activity:	Print & Sign:	Date: Time:
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## Illness Flow Chart



# PIONEER PRODUCTION SERVICES, INC

## Incident Report Form

### Injury/Illness Employee Information

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

\_\_\_\_\_ Client: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ SS#: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Hours into shift: \_\_\_\_\_ Days into hitch: \_\_\_\_\_

Exp. in position: \_\_\_\_\_ Exp. in industry: \_\_\_\_\_

### Incident, Injury or Illness Information

Check Appropriate Category:  Injury  Illness  Property Damage  Spill

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Date Reported to Safety: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Property Damage:  Yes  No

On Company Property:  Yes  No

Vehicle Involved:  Yes  No

Vehicle:  Company  Personal

Location of Event: \_\_\_\_\_

Name(s) of Witness: \_\_\_\_\_

Name(s) of Witness: \_\_\_\_\_

Name(s) of Witness: \_\_\_\_\_

### Incident, Injury, or Illness Description

Briefly Describe the Event: \_\_\_\_\_

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# PIONEER PRODUCTION SERVICES, INC

Accident Occurred While:  Performing Work    During Break    During Lunch

Entering/Leaving Work    Other (Specify): \_\_\_\_\_

Job Being Performed at Time of Incident: \_\_\_\_\_

## Nature of Incident/ Injury/ Illness

Describe the Nature of the Event and/or Part(s) of Body Affected: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transportation Method: \_\_\_\_\_ Who Transported: \_\_\_\_\_

Where Transported: \_\_\_\_\_ Drug/Alcohol Screen Conducted:  Yes    No

Name of Medical Professional: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Treatment Facility: \_\_\_\_\_ Phone #: \_\_\_\_\_

Injured Person Signature: \_\_\_\_\_

Person Completing Report: \_\_\_\_\_

## Management Review

Supervisor Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

HSE Manager Signature: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

## First Quarter Weekly Training Matrix January-March

The purpose of this guide is to assist supervisors in the field with onsite training. Each of the 52 weeks of the year has an assigned topic to be discussed with all crews. For proper recordkeeping, a Safety Meeting report should be filled out, signed by all crew members, and turned into the HSE Department. If for some reason a topic is missed, it must be covered when the crew returns the next week. Additional information on the topics is provided with the matrix. Any Questions concerning the Topics or the Matrix itself should be addressed to the HSE Department.



Week	Procedure	Tips	References
1	Drug and Alcohol	Review Drug and Alcohol Policy	Review included information
2	Reporting and Documentation/ Emergency Response	Review reporting procedures for all incidents and near misses. Review incident report, near miss report, flow charts, witness statements, etc.	Review included information
3	Personal Hygiene	Review importance of personal hygiene to reduce illnesses.	Review included information.
4	Slips/Trips/Falls	Review slips, trips, and falls procedure. Perform a walkthrough of the worksite looking for any possible slips trips and falls.	Review included information.
5	Small Hand Tool Safety	Review small hand tool safety. Go over proper use and inspection of different hand tools.	Review included information.
6	Fire Prevention	Review fire prevention and control procedure. Perform walkthrough of work area to ensure that all proper fire prevention methods are in place.	Review included information.
7	BBS (Behavioral Based Safety)	Review the BBS system. Review the proper methods of completing The STEP cards, and reviewing them.	Review included information
8	Housekeeping	Review Proper Housekeeping Procedures. Perform walkthrough of work areas to ensure housekeeping is in proper order.	Review included information.
9	Proper Lifting Techniques	Review proper lifting techniques. Talk about the importance of team work.	Review included information.
10	Safety Meetings	Review proper safety meeting procedures, i.e. reviewing JSA, Addressing issues, getting everyone involved.	Review included information.
11	Proper Rigging Techniques	Review rigging procedure. i.e. proper inspection, utilization, and storage of rigging gear.	Review included information.
12	Motor Vehicle Policy	Review Driving safety on and off of the job. Perform circle check if vehicle is available.	Review included information.

13	SSE(Short Service Employee)	Review SSE procedure. Identify SSE's on your crew, ensure that mentors have been assigned, and that both SSE's and mentors know their duties.	Review included information
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## Second Quarter Weekly Training Matrix April-June

The purpose of this guide is to assist supervisors in the field with onsite training. Each of the 52 weeks of the year have an assigned topic to be discussed with all crews. For proper recordkeeping, a Safety Meeting report should be filled out, signed by all crew members, and turned into the HSE Department. If for some reason a topic is missed, it must be covered when the crew returns the next week. Additional information on the topics is provided with the matrix. Any Questions concerning the Topics or the Matrix itself should be addressed to the HSE Department.



Week	Procedure	Tips	References
14	Pre-Use Checklists/Inspections	Review importance of Inspecting Equipment before use. Review Inspection paperwork for equipment.	See Attached information.
15	Hearing Protection	Review importance of hearing protection along with the long term effects of working in high noise areas without hearing protection. Identify high noise areas around your jobsite and make everyone aware of these areas	See Attached information.
16	Blood borne Pathogens	Review Hazards of BBP, and places or instances where it is possible to come in contact with them. Ensure that there are proper means to eliminate possible exposure.	See Attached information.
17	Smoking Policy	Review BCI Smoking Policy, and Client Smoking Policy. Identify designated smoking areas in the work site.	See attached information.
18	Hurricane Preparation	Review with crew the hurricane procedures for your jobsite.	See Attached Information.
19	Working from Heights/Open Holes	Review Fall Protection Policy. Also Demonstrate the proper way to inspect, wear, and store harnesses.	See Attached information.
20	Oxygen and Acetylene Safety	Review proper storage and use of oxygen and acetylene. Make walkthrough to ensure that all bottles are stored properly and are in proper working order.	See Attached information.
21	Heat Stress / Hydration	Review the importance of drinking plenty of fluids. Discourage the use of soft drinks in place of water. If sports drinks such as Gatorade or PowerAde are available, remember to alternate them with water, about 1 sports drink to every three waters.	See Attached information.
22	Hot Work Permit	Review Proper hot work permit procedures. Review a permit with the crew	See Attached information.
23	Stop Work Authority	Remind the crew that EVERYONE has SWA whenever they feel that a job is unsafe. Remind them that there is always time to do things right.	See Attached information.
24	Rigger Checklist	Review the Purpose of the rigger checklist. Complete one with the crew to show the proper steps in completing.	See Attached information.
25	Risk Management	Review importance of recognizing hazards and mitigating them before they become a problem.	See attached information.
26	Permit to Work	Review the PTW system, and the importance of completing them thoroughly for each job task. Show how they work in conjunction with the JSA's and rigger checklists.	See Attached information.

## Third Quarter Weekly Training Matrix      July-September

The purpose of this guide is to assist supervisors in the field with onsite training. Each of the 52 weeks of the year have an assigned topic to be discussed with all crews. For proper recordkeeping, a Safety Meeting report should be filled out, signed by all crew members, and turned into the HSE Department. If for some reason a topic is missed, it must be covered when the crew returns the next week. Additional information on the topics is provided with the matrix. Any Questions concerning the Topics or the Matrix itself should be addressed to the HSE Department.



Week	Procedure	Tips	Reference
27	Hazardous Communication	Review BCI Hazcomm Policy. Ensure that MSDS is available to crew, that it's up to date, and that the crew knows it's location.	See Attached information.
28	H2S	Review H2S safety. Remind crew of the dangers that H2S poses to your life.	See Attached information.
29	Eye Protection	Review BCI Eye/Face protection policy, and go over different situations that require different types of eye protection.	See Attached information.
30	Lead	Review The Lead Policy Review the dangers that lead is capable to doing to yourself and the environment..	See Attached information.
31	Crane Safety	Review BCI Crane Safety procedure. Go over the importance of lift plans and pre-job planning.	See Attached information.
32	PSM	Review PSM policy	See Attached information.
33	Discipline	Review importance of reframing from horseplay and the problems that can arise from horseplay.	See Attached information.
34	Lock Out/ Tag Out	Review LOTO Procedures. Talk about the proper steps in preparing for LOTO. Review flow chart.	See Attached information.
35	Sand Blasting	Go over sand blasting policy and equipment safety.	See Attached information.
36	JSEA Procedure	Review BCI JSEA Procedure. Go over proper methods of preparing the JSEA and how everyone's involvement with the process is important.	See Attached information.
37	Knives	Review knife policy. When working with knives, ensure that all precautions are being taken and that the procedure is being followed properly.	See Attached information.
38	Excavation/Trenching	If trenching is going on conduct an inspection of the jobsite with the crew to ensure that procedure is being followed correctly.	See Attached information.
39	Confined Space	Discuss the hazards of working in a confined space, and some examples of confined spaces.	See Attached information.

## Fourth Quarter Weekly Training Matrix October-December

The purpose of this guide is to assist supervisors in the field with onsite training. Each of the 52 weeks of the year have an assigned topic to be discussed with all crews. For proper recordkeeping, a Safety Meeting report should be filled out, signed by all crew members, and turned into the HSE Department. If for some reason a topic is missed, it must be covered when the crew returns the next week. Additional information on the topics is provided with the matrix. Any Questions concerning the Topics or the Matrix itself should be addressed to the HSE Department.



Week	Procedure	Reference	Tips
40	PPE/Clothing Policy	Review PPE Policy. Talk about the certain job tasks that are being done and ensure that there is adequate PPE.	See Attached Information
41	Ladder Safety	Share "Keep Up With Ladder Safety" information. If ladders are onsite, inspect then with your crew.	See Attached Information
42	Forklift Operations	Review General safe forklift practices. If forklift is available, conduct inspection with crew.	See Attached Information
43	NORM	Review Cold stress information with the crew.	See Attached Information
44	Hazardous Waste Operations	Review Proper Firewatch procedures with crew. Ensure that certified firewatches know their duties.	See Attached Information
45	Pre-job Planning	Review Pre-job Safety Meetings. Ensure that every crew member knows the job task and what is expected of them.	See Attached Information
46	Cold Weather	Review with crews NORM Awareness.	See Attached Information
47	Emergency Action Plan	Review the BCI Emergency Action Plan. Ensure that plans have been made, and that everyone is aware of the specific plans for your jobsite.	See Attached Information
48	Electrical Safety	Review Electrical Equipment Procedure. Ensure crew knows how to properly inspect electrical equipment.	See Attached Information
49	Benzene	Talk about stress on the jobsite and becoming complacent.	See Attached Information
50	First Aid	Review pinch points relative to your work environment. Show possible escape routes and ways to avoid a pinch point.	See Attached Information
51	Respiratory Protection	Review Respiratory Protection Policy. Ensure that measures have been taken with your crew to ensure compliance.	See Attached Information
52	Asbestos	Review the importance of reporting all near misses.	See Attached Information



**Witness Statement:**

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**Sketch if Needed:**

**Signature & Date:**

Print \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_